

Sealing Information

Sealing is an action that removes arrest, charge, and conviction information in the possession of the courts, police, or DMV and related to a criminal case from public view. News reports or articles and social media posts will not be removed as a part of the sealing process. Sealing applies to convictions and deferred dismissals of some offenses in the following categories: misdemeanors, class 5 felonies, class 6 felonies, larcenies, and offenses punishable as felonies (we will walk through how to know if your charge falls into these categories later). There are three different processes through which a charge may be sealed: automatic, “automatic petition-based” and petition-based. Sealing, for purposes of this guide, only applies to adults or juveniles who were tried as adults.

With some exceptions, once an offense is sealed, the person may deny or not disclose to any state or local government agency or to any private employer in the Commonwealth that such an arrest, charge, or conviction occurred. Virginia Code 19.2-392.13 has more information about when a sealed offense must still be disclosed. Once a record is sealed, it can only be accessed by court order.

While there are some non-convictions (i.e. nolle prosequi, acquittal, or dismissal) that will automatically seal, we recommend using the expungement process, rather than the sealing process, to remove those. A How to guide for expungement can be found on our website at <https://www.vadefenders.org/sealing-expungement/>.

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Determining Eligibility

Remember: Sealing applies to adult criminal offenses only. If you were a juvenile at the time, that charge is not eligible under this process unless you were tried as an adult. For more information on expunging juvenile records see [Va. Code § 16.1-306](#).

1. Determine if your charge or conviction is eligible.

If your charge or conviction is eligible, make a note of the case number. You will need it later.

- a. Visit the Virginia Courts Case Information System (vacourts.gov)
 - i. You can use the “Online Case Information System-Statewide Search” if you are unsure which court and/or which jurisdiction (i.e. city or county) you were in.
 1. You can narrow by jurisdiction if you know where your charge was, but not which court level (i.e. Circuit, General District, or Juvenile and Domestic).
 - ii. If you know which court level *and* jurisdiction you were in, you can use the link for the specific court level. These are labeled “Circuit Court Case Information and Fee Calculation,” “General District Court Case Information and Fee Calculation,” and “Juvenile and Domestic Relations District Court Case Information.” You will then select the specific court from a drop-down menu (e.g. Loudoun General District).
 - iii. When you search your name, a list of cases should come up with the name of the court, case number, charge, and other information.

1. Ex:

Charlotte General District Court	Defendant: MCGARRY, LAUREN MICHELE
Case #: GT15001252-00	Amended Charge: DEFECTIVE EQUIPMENT
Hearing: 08/27/2015	
2. Click on the blue case number and scroll down to the “case/charge information” section.
 - a. If the “case type” is listed as “misdemeanor” or “criminal misdemeanor,” look at the line above for “code section” and “charge.”
 - i. Use [Slides 8 and 9](#) to look up the code section and/or charge name to see if it is ineligible. If so, your charge or conviction is **not** able to be sealed.
 - ii. If you were charged or convicted of one of the following code sections, it should automatically seal once you have had a period of 7 years with no new convictions; you will not need to take any action. If it does not automatically seal, use the **Petition for Automatic Sealing** section of this guide.
 1. § [18.2-96](#) or [18.2-103](#); § [18.2-119](#), [18.2-120](#), or [18.2-134](#); a misdemeanor violation of § [18.2-248.1](#); or § [18.2-415](#).
 - iii. If your misdemeanor is eligible for sealing but is *not* one of the charges listed above that will seal automatically,

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use the **Petition for Sealing- General** section of this Guide.

- b. If the “case type” is listed as “felony” look next to it for “class;” if it is class 5 or class 6, look at the line above for “code section” and “charge.”
 - i. Use [Slides 8 and 9](#) to look up the code section and/or charge to see if it is ineligible. If so, your charge or conviction is **not** able to be sealed.
 - ii. If the class is something other than Class 5 or Class 6, it is **not** eligible unless it is a larceny-type offense or probation/parole violation for an eligible offense.
 1. To know if your charge or conviction is one that is punished as a larceny, read the code section to see if it says the charge is punishable as grand larceny or Virginia Code Section 18.2-95.
 - iii. If you are seeking to seal a felony offense, use the **Petition for Sealing, General** section of this guide.
- c. If the “case type” is listed as “capias” or “motion,” look one row up and one column over to find the item labeled “charge.”
 - i. If the “charge” indicated it is a failure to appear (sometimes listed as “FTA” or “capias”), contempt of court (sometimes listed as “contempt” or “capias”), or bail appeal, it is considered an “ancillary matter.”
 1. You will need to determine if the original charge is eligible for sealing to know if the ancillary matter is eligible. It can sometimes be tricky to figure out what the original charge was if you cannot remember. Some courts will add a “-01” to the end of the original case number while others will have an entirely new case number. If you are unsure, call the court and they may be able to help.
 2. If you are seeking to seal an ancillary matter that is related to one of the misdemeanors above that will automatically seal, use the **Petition for Automatic Sealing** section of this guide. Otherwise use the **Petition for Automatic Sealing, General** section of this guide.
- d. If the case type is listed as “infraction,” the charge was a traffic infraction and will automatically seal once 11 years have passed. You do not need to take any action.

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- iv. Look at the “Offense Date” section. The offense date must be on or after January 1, 1986. If your offense date is before that date, it is **not** eligible for sealing.
2. Determine if you are an eligible person
 - a. For this section, you will need to look at your record beyond the charge(s) you are seeking to seal. This information is often on the Virginia Courts Case Information System, but is occasionally incomplete. If you are unsure about your record, you may want or need to request a copy from the Virginia State Police.
 - i. If you are able to find your charge(s) or conviction(s) online, use the above described process to determine the class of felony. If a felony is unclassified, you will need to look up the code section to read the punishment and see if it carries the possibility of life imprisonment.
 - ii. If you are using a criminal history, you will likely need to look up the code section online to see what class of felony the charge is. If the code specifies a time period for punishment rather than a class of felony, this is considered an “unclassified felony.” Be sure to note if the possible punishment includes life imprisonment.
 - b. **Felonies:** If you have any felony convictions, at least 10 years must have passed since the last felony conviction, regardless of the class of felony.
 - i. If you have a conviction for a Class 3 or Class 4 felony, 20 years must have passed since that conviction before you will be eligible to seal any offenses.
 - ii. If you have a conviction for a Class 1 or Class 2 felony, or a felony that carries the possibility of life, **nothing on your record will be eligible for sealing.**
 1. NOTE: There are some offenses, like Robbery, that used to always carry the possibility of life but may not anymore. It is unclear how the court will treat these, so we would recommend getting an attorney to help as there may be complex legal arguments required.
 - c. **Restitution:** If you were ordered to pay restitution (money owed to the victim/complainant) on the offense you are seeking to seal, it must be paid in full. Court costs, fines, and fees do not need to be paid before sealing, but will still be owed even if the offense is sealed. Restitution on offenses you are not seeking to seal does not need to be paid in full before sealing. *This does not apply to offenses that sealed or should have sealed automatically.*
 - i. If you are using the online system, scroll down to the “disposition information” section and look for the “restitution amount” and “restitution paid” to determine if restitution was ordered and, if so, if it has been paid already.
 1. If there is no spot for restitution, you can call the court to confirm that none is owed. Be sure to have the case number handy when you call.
 - ii. If you are using your criminal history, you can call the court and ask the Clerk. Be sure to have the case number handy when you call.
 - d. **Lifetime Limit:** You must not have already had two Petitions for Sealing, General granted in your lifetime. Petitions to automatically seal offenses do not count towards this limit. Petitions for expungement do not count towards this limit.

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- e. **Waiting Period:** Before a charge becomes eligible for sealing a certain amount of time must have passed with no new conviction in any state or D.C., not counting traffic infractions. The waiting period begins on the date of (i) dismissal of a deferred charge, (ii) conviction, (iii) release from incarceration on the charge or conviction you are seeking to seal, (iv) a finding that you were in violation of a suspended sentence, probation, or parole related to the charge or conviction you are seeking to seal, or (v) release from incarceration following a finding that you were in violation of a suspended sentence, probation, or parole related to the charge or conviction you are seeking to seal, whichever date occurred later.
 - i. If you are seeking to seal a misdemeanor, the waiting period is 7 years;
 - ii. If you are seeking to seal a felony, the waiting period is 10 years.

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Overview of the Process

Once you have determined your eligibility for sealing, you can begin the process of petitioning for sealing!

1. Gather the paperwork you will need

- a. From either the GDC, JDR, or Circuit Court clerk's office at the courthouse, obtain a copy of the Warrant of Arrest, Summons, or Indictment for each charge you would like to have sealed.
 - i. The clerk's office from which you will obtain this from will depend on which court finalized your charge(s). If there are separate civil and criminal clerks, you will get this from the criminal clerk.
 - ii. If you are seeking to seal more than one charge or conviction, there may be separate case numbers and separate documents that need to be copied and certified.
 - iii. You need to have the clerk's office copy, front and back, the Warrant for Arrest, Summons, or Indictment for each charge or conviction you wish to seal. This may cost some money. Generally, copies are usually \$0.50 per page.
 1. Some courts require a "certified" copy, even though the law does not require it. Certification is usually about \$2.00 per document.

2. Prepare the paperwork

- a. On the next several pages, there are guides for each form you may need. Be sure that you are following the right guide for your situation. If you are unsure which guide you should use, refer back to the **Determining Eligibility** section of this guide. There are blanks on the forms where you should fill in your personal and charge information. In each blank, there is a number. On the following page, the numbered list explains the information that belongs in each blank. At the end of this guide, there is a clean version of each form that you can fill in. *It's a good idea to use the forms in this packet because it is easy to leave out important information if you try to make a new form on your own. Additionally, if the form sealing orders are not used, it may affect the ability to effectively seal the case as the form orders include the necessary information for Courts and State Police to each properly identify the person and the charge ordered sealed.*
 - i. Cover Sheet for Filing Civil Actions (CC-1416)
 - ii. Petition for Sealing- General (CC-1201)
 1. Addendum to Petition for Sealing (CC-1201(A))
 - iii. Petition for Automatic Sealing (CC-1203)
 1. Addendum to Petition for Sealing- A (CC-1203(A))
 2. Addendum to Petition for Sealing- B (CC-1203(B))
- b. **Be sure that the originals are printed one-sided or the court will not accept them.**
- b. Make 3 copies of the petition and warrant/summons/indictment/disposition
 - i. The original is for the court, one copy is for you, and one copy is for the Commonwealth Attorney.

3. File the petition and attachments (in-person or by mail)

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- a. Option 1- In Person- Take your paperwork to the Civil Division of the Clerk of the Circuit Court during normal business hours (Monday-Friday, 8:00am-4:00pm in most courts, but check the court website to be sure)
 - i. Give them the original papers and ask them to “file stamp” your copies. This is a stamp that proves the date you filed the Petition with the Circuit Court. They should also give you a civil case number for your petition at this point. You will need this number later.
 - b. Option 2- By mail: Send your completed paperwork and warrant/indictment/summons copies to the appropriate address. Include a self-addressed, stamped envelope so the Circuit Court Clerk can return a copy of the petition with the case number to you.
 - i. You can find the mailing address by calling your circuit court, or by going to <https://www.vacourts.gov/courts/circuit> and selecting your court.
 - c. Your case will be assigned a civil action case number. This is the number by which the Circuit Court references your case and must appear on any future documents regarding your petition. Your civil case number should now be written in the top right corner of the documents you filed.
 - i. The clerks should also give you a “zero-balance receipt” showing you do not owe any money for the case. This should also have your case number on it. If you do not get this receipt automatically, just ask if you can have a copy of your “zero balance receipt.”
4. Deliver a copy of everything you filed to the Commonwealth Attorney’s Office. This generally must be done by hand-delivery or mail.
- a. Check with your Commonwealth Attorney, especially if you are not local. Some may agree to receive their copy in another way, such as by email.
 - b. Be sure to keep track of the date it was delivered as the Commonwealth has 30 days from receipt to file a response either objecting or agreeing to your petition.
- 5. Request a copy of your criminal history record be sent to the Circuit Court.**
- a. Go online to <https://vsp.virginia.gov/>
 - b. Click services, then select “Criminal Record Check” from the drop-down menu.
 - c. Click on option (1) Criminal History Records Check (SP-167)
 - i. This is not the form you will use, but it will get you to a place where you can select the right form.
 - d. Click the drop-down menu for “form” and select “SP-356 Criminal History Name Search for Seal and Expunge Petitions”
 - e. Click the drop-down menu for “Purpose” and select the appropriate choice.
 - i. If you are filing using the **Petition for Sealing- General** or an **Addendum to General Petition for Sealing**, select “SEAL PETITION – 19.2-392.12”
 - ii. If you are filing using the **Petition for Automatic Sealing** or an **Addendum to Petition for Automatic Sealing (A or B)**, select “SEAL PETITION SUBSIDARY– 19.2-392.12:1”
 - iii. If you are filing for expungement, select “EXPUNGEMENT - NON-CONVICITON – 19.2-392” and use the Expungement Process. A How to guide for expungement

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can be found on our website at <https://www.vadefenders.org/sealing-expungement/>.

- f. Fill in all other information with a red asterisk next to it.
 - i. If you are filing in Fairfax, your case number will be in the form “CL-YYYY-#####” Include the dashes.
 - ii. If you are filing anywhere else, your Case Number will be in the form “CL2600007300” You do not need to include any dashes.
- g. Once you are certain all your information is correct, click “Confirm.”
- h. Review your information and select “Generate.”
 - i. After the form is generated, it will open as a downloadable document that you can save to your computer or print for your records.
 - ii. The generated form includes a unique **Transaction Control Number** near the top right of the document. Keep this number in case you have questions about your case for Virginia State Police later.
- i. More detailed instruction with photographs can be found on the Virginia State Police Website. <https://vsp.virginia.gov/petition-based-record-sealing/>

6. Schedule a hearing, if needed

- a. After the criminal history report has been received by the Circuit Court (usually takes 2-4 weeks), a hearing can be set.
 - i. It is your responsibility to confirm the criminal history has been received by the court. You can do this by calling the Circuit Court Civil Division.
- b. Call the clerk of court to find out their procedure for getting a case on the docket (list of cases to be heard). Some will schedule over the phone, some will require a specific document called a praecipe (notice to the court to set your case for a hearing), and some will just need a request in writing.
 - i. Some courts will automatically set a hearing upon filing. They should send you notice of this date, but you may want to call the court or check Virginia Courts Case Information System shortly after filing to be check. If using the online system, you will need to use the Circuit Court search for the court where you filed, not the Statewide search, and be sure you are searching civil cases.
- c. The Commonwealth Attorney has an opportunity to either agree or object to your petition. They have 30 days after receiving your petition to do so. If they agree, you may not need a hearing. If this is the case, coordinate with the Commonwealth Attorney and/or the Clerk to get the order signed by the judge.

7. Have your hearing, if needed.

- a. Appear at the hearing with all of your proof and explain why you want the charge(s) sealed.
- b. Be specific about why you are eligible for it. You must show that the charge remaining on your record where the public can see it causes *or may cause* a manifest injustice, meaning it has harmed, or reasonably could harm, your ability to get a job, housing, or education. If your charge or conviction involved drugs or alcohol, you will also need to prove that you have been rehabilitated (i.e. are no longer in active addiction). It may be

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helpful to bring with you to court proof of counseling, AA attendance, clean drug tests, etc.

- i. There is some case law for expungements that you may be able to use for sealing as well. However, sealing and expungement are different laws with different purposes, so it will be up to your judge if they follow expungement case law or not; they do not have to.
- c. If the Judge denies your petition, you have the right to appeal to the Court of Appeals. This is a complex, very specific process that can be extremely difficult to navigate on your own. It is likely worth consulting an attorney if you choose to appeal the decision.
 - i. Similarly, the Commonwealth Attorney can appeal the decision if the Judge grants your petition. Again, it is likely worth consulting an attorney to help you through that process.

If you have additional questions regarding the filing and scheduling process, reach out to the Clerk of the Circuit Court- Civil Division of the court where you are filing.

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Sealing Checklist

Prior to Filing

- ☐ Obtain a copy of each charge and disposition to be sealed
- ☐ Prepare Cover Sheet for Filing Civil Actions (CC-1416)
- ☐ Prepare Petition for Sealing (CC-1201 and/or CC1203)
- ☐ Prepare any necessary Addendums (CC-1201; CC-1203(A) and/or CC-1203(B))
- ☐ Make 2 additional copies of all paperwork

Filing with the Circuit Court

- ☐ Take to the Circuit Court Civil Division the original:
 - Certified copy of each charge and disposition
 - Cover Sheet for Filing Civil Actions
 - Petition(s) for Sealing
 - Addendum(s), if any
- ☐ Get copies file stamped

Criminal History

- ☐ Go online to the State Police Website
- ☐ Request a copy of your Criminal History Report from the CCRE

Check with Court to Determine if Criminal History Filed

- ☐ 2-4 weeks after filing petition, contact the Circuit Court Civil Clerk
- ☐ 30 days after filing your petition, check with the Clerk if the Commonwealth has filed a response
 - If not, reach out to the Commonwealth Attorney
- ☐ If the record has been filed and Commonwealth has responded, you are now ready to schedule a hearing, if needed

Scheduling a Hearing

- ☐ Contact the Clerk of Court for instructions on how to set a hearing.
- ☐ Deliver a copy of any scheduling paperwork to the Commonwealth's Attorney Office
- ☐ Appear on court date

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COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No. _____

1

(CLERK'S OFFICE USE ONLY)

2

Circuit Court

3

v./In re: _____

4

PLAINTIFF(S)

DEFENDANT(S)

5

I, the undersigned ☐ plaintiff ☐ defendant ☐ attorney for ☐ plaintiff ☐ defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL**Subsequent Actions**

- ☐ Claim Impleading Third Party Defendant
 - ☐ Monetary Damages
 - ☐ No Monetary Damages
- ☐ Counterclaim
 - ☐ Monetary Damages
 - ☐ No Monetary Damages
- ☐ Cross Claim
- ☐ Interpleader
- ☐ Reinstatement (other than divorce or driving privileges)
- ☐ Removal of Case to Federal Court

Business & Contract

- ☐ Attachment
- ☐ Confessed Judgment
- ☐ Contract Action
- ☐ Contract Specific Performance
- ☐ Detinue
- ☐ Garnishment

Property

- ☐ Annexation
- ☐ Condemnation
- ☐ Ejectment
- ☐ Encumber/Sell Real Estate
- ☐ Enforce Vendor's Lien
- ☐ Escheatment
- ☐ Establish Boundaries
- ☐ Landlord/Tenant
 - ☐ Unlawful Detainer
- ☐ Mechanics Lien
- ☐ Partition
- ☐ Quiet Title
- ☐ Termination of Mineral Rights

Tort

- ☐ Asbestos Litigation
- ☐ Compromise Settlement
- ☐ Intentional Tort
- ☐ Medical Malpractice
- ☐ Motor Vehicle Tort
- ☐ Product Liability
- ☐ Wrongful Death
- ☐ Other General Tort Liability

ADMINISTRATIVE LAW

- ☐ Appeal/Judicial Review of Decision of (select one)
 - ☐ ABC Board
 - ☐ Board of Zoning
 - ☐ Compensation Board
 - ☐ DMV License Suspension
 - ☐ Employee Grievance Decision
 - ☐ Employment Commission
 - ☐ Local Government
 - ☐ Marine Resources Commission
 - ☐ School Board
 - ☐ Voter Registration
 - ☐ Other Administrative Appeal

DOMESTIC/FAMILY

- ☐ Adoption
 - ☐ Adoption - Foreign
- ☐ Adult Protection
- ☐ Annulment
 - ☐ Annulment - Counterclaim/Responsive Pleading
- ☐ Child Abuse and Neglect - Unfounded Complaint
- ☐ Civil Contempt
- ☐ Divorce (select one)
 - ☐ Complaint - Contested*
 - ☐ Complaint - Uncontested*
 - ☐ Counterclaim/Responsive Pleading
 - ☐ Reinstatement - Custody/Visitation/Support/Equitable Distribution
- ☐ Separate Maintenance
 - ☐ Separate Maintenance Counterclaim

WRITS

- ☐ Certiorari
- ☐ Habeas Corpus
- ☐ Mandamus
- ☐ Prohibition
- ☐ Quo Warranto

PROBATE/WILLS AND TRUSTS

- ☐ Accounting
- ☐ Aid and Guidance
- ☐ Appointment (select one)
 - ☐ Guardian/Conservator
 - ☐ Standby Guardian/Conservator
 - ☐ Custodian/Successor Custodian (UTMA)
- ☐ Trust (select one)
 - ☐ Impress/Declare/Create
 - ☐ Reformation
- ☐ Will (select one)
 - ☐ Construe
 - ☐ Contested

MISCELLANEOUS

- ☐ Amend Birth/Death Certificate
- ☐ Appointment (select one)
 - ☐ Church Trustee
 - ☐ Conservator of Peace
 - ☐ Marriage Celebrant
- ☐ Approval of Transfer of Structured Settlement
- ☐ Bond Forfeiture Appeal
- ☐ Declaratory Judgment
- ☐ Declare Death
- ☐ Driving Privileges (select one)
 - ☐ Reinstatement pursuant to § 46.2-427
 - ☐ Restoration - Habitual Offender or 3rd Offense
- ☐ Expungement
- ☐ Firearms Rights - Restoration
- ☐ Forfeiture of Property or Money
- ☐ Freedom of Information
- ☐ Injunction
- ☐ Interdiction
- ☐ Interrogatory
- ☐ Judgment Lien-Bill to Enforce
- ☐ Law Enforcement/Public Official Petition
- ☐ Name Change
- ☐ Referendum Elections
- ☐ Sever Order
- ☐ Taxes (select one)
 - ☐ Correct Erroneous State/Local
 - ☐ Delinquent
- ☐ Vehicle Confiscation
- ☐ Voting Rights - Restoration
- ☐ Other (please specify)

6

☐ Damages in the amount of \$ _____ are claimed.

7

DATE

9

PRINT NAME

10

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

11

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

8

PLAINTIFF

DEFENDANT

ATTORNEY FOR

PLAINTIFF

DEFENDANT

*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

Filling in the Blanks- Cover Sheet

Below is an explanation of the information you should write in each numbered blank above.

1. Leave this blank. When you file your paperwork, the clerk will give you a case number that you can write in here
2. Write the name of the county your charge is in. For example, if your charge is in Loudoun County, write "Loudoun County."
3. Write your full name
4. Write "Commonwealth of Virginia"
5. Check the first "Plaintiff" box
6. Check the "Other" box and write "sealing"
7. Write the date you sign this paper
8. Sign your name and check the first "Plaintiff" box
9. Write your name
10. Write your address and telephone number. You can use one line for address and one for phone number.
11. If you want to, write your email address. This is **optional**, not required.

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**PETITION FOR SEALING PURSUANT
TO VA. CODE § 19.2-392.12**

(Misdemeanors, Class 5 or 6 felonies, § 18.2-95, and felony offenses
punished as larceny that resulted in conviction or deferral/dismissal
and any related ancillary matters)

2

CITY OR COUNTY

Circuit Court

3

NAME OF PETITIONER

v. Commonwealth of Virginia

I am petitioning to seal criminal history record information and court records, including electronic records, for the charge or conviction included in this petition. This petition is being filed pursuant to Va. Code § 19.2-392.12 as I was convicted of the charge or the charge was deferred and then dismissed. The charge or conviction I am requesting to seal has an offense date on or after January 1, 1986. If indicated below, I am also requesting to seal criminal history record information and court records for ancillary matters related to that charge or conviction.

A. MY INFORMATIONMy full name is: 4My date of birth is: 5 My sex is: 6 My race is: 7My social security number is: 8**B. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED**☐ I am requesting to seal a single charge or conviction. (List charge or conviction below).9**OR**

☐ I am requesting to seal more than one charge or conviction. The charges and/or convictions that I am requesting to be sealed all arose out of the same transaction or occurrence and are eligible for sealing in the same petition. (**NOTE:** Ancillary matters are treated as part of the same transaction or occurrence.) List the first charge or conviction below and list additional charges or convictions on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).

1. Specific charge or conviction: 10
DESCRIPTION OF CHARGE OR CONVICTION2. This charge is a ☐ misdemeanor ☐ class 5 or 6 felony
11 ☐ a violation of § 18.2-95 or any other felony offense for which I was
deemed guilty of larceny and was punished as provided in § 18.2-95.3. Offense Information: (**CHOOSE ONE**)12 ☐ I was convicted of the offense.**OR**☐ I had the charge deferred and it was then dismissed.4. Case number for charge or conviction: 13Date of final disposition or conviction: 14Date of arrest: 15Name of arresting agency: 16Document control number (DCN), if available: 17☐ Some or all of the above information is not reasonably available because5. My full name at time of arrest: 18 ☐ Same as above

6. Court of final disposition: 19 _____
CITY OR COUNTY
- ☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
7. A copy of the warrant, summons or indictment is
- 20 ☐ attached.
- ☐ not reasonably available because _____

C. INFORMATION ABOUT ANCILLARY MATTER(S) TO BE SEALED

- 21 ☐ I am NOT requesting to seal an ancillary matter related to the charge or conviction listed on page 1.
(Continue to Section D of this form.)

OR

- ☐ I am requesting to seal an ancillary matter related to the charge or conviction listed on page 1. List the ancillary matter below. (If you are requesting to seal more than one ancillary matter, list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).)

1. Ancillary Matter

The specific ancillary matter I request to be sealed is (**CHOOSE ONE**)

- 22 ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; **OR**
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: 23 _____
- Date of final disposition for ancillary matter: 24 _____
- Date of arrest for ancillary matter (if applicable): 25 _____
- Name of arresting agency for ancillary matter (if applicable): 26 _____
- Document control number (DCN), if available (if applicable): 27 _____
- ☐ Some or all of the above information is not reasonably available because _____

3. Full name at time of ancillary matter: 28 _____ ☐ Same as on page 1

4. Court of final disposition for ancillary matter: 29 _____
CITY OR COUNTY
- ☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is
- ☐ attached
- 30 ☐ not reasonably available because _____

D. SEALING ELIGIBILITY

1. Criminal History.

- 31 a. ☐ I have never been convicted of a Class 1 or 2 felony, or any other felony punishable by life in prison.
- 32 b. ☐ I have not been convicted of a Class 3 or 4 felony within the past 20 years.
- 33 c. ☐ I have not been convicted of any other felony within the past 10 years.

2. Eligibility Start Date. Check the box that describes your last contact with the court system for the charge(s) or conviction(s) to be sealed. (CHOOSE A OR B BELOW)

34 a. ☐ The deferred charge against me was dismissed. Date of dismissal:

OR

b. ☐ I was convicted and

35 ☐ I was not sentenced to any term of incarceration. Date of conviction:

OR

☐ I was sentenced to a term of incarceration. Date released from incarceration:

(If applicable)

36 ☐ After my conviction, I was later found in violation of my suspended sentence, probation, or parole, and

☐ I was not sentenced to any term of incarceration.

OR

☐ I was sentenced to a term of incarceration. Date released from incarceration:

3. Alcohol/Substance Use.

37 a. ☐ The charge(s) or conviction(s) to be sealed did not involve the use or dependence on alcohol, any narcotic drug, or any other self-administered intoxicant.

OR

b. ☐ The charge(s) or conviction(s) to be sealed did involve the use or dependence on alcohol, any narcotic drug, or any other self-administered intoxicant, and I have been rehabilitated.

4. Restitution.

38 a. ☐ I was not ordered to pay restitution for the charge(s) or conviction(s) to be sealed.

b. ☐ I was ordered to pay restitution for the charge(s) or conviction(s) to be sealed, and I have paid all restitution in full.

5. Prior Sealing Petitions.

39 a. ☐ I have not had a sealing petition previously granted under the petition process in Va. Code § 19.2-392.12.

b. ☐ I have had a sealing petition previously granted under the petition process in Va. Code § 19.2-392.12. Number of petitions previously granted: ☐ One ☐ Two

E. **ACKNOWLEDGMENTS.**

Check each box to acknowledge that you have read and understand each statement below.

- 40 1. ☐ I understand that I am required to provide a copy of this petition by delivery or by first-class mail, postage prepaid, to the Commonwealth's Attorney for the county or city where the petition is filed.
2. ☐ I understand that after this petition is filed, I am required to request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of my Virginia and national criminal history record to the circuit court where the petition is filed. (*Instructions on how to request your criminal history record are available through the Virginia Department of State Police.*)
3. ☐ I understand that my petition may be denied, with or without a hearing, if the charge(s), conviction(s), or ancillary matter(s) listed in this petition are not eligible for sealing.

4. ☐ I understand that if my petition for sealing is granted, it will not restore my civil rights or firearm rights.
5. ☐ I understand that if my petition for sealing is granted, I will still be required to pay any outstanding fines, costs, forfeitures or penalties for charge(s) or conviction(s) that are ordered sealed.

41

☐ **ADDENDUM.** I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached an ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A). addendums are attached to this petition and are incorporated herein.
NUMBER

42

DATE

43

PRINTED NAME OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

44

TELEPHONE NUMBER OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

45

SIGNATURE OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER (VSB No.)

46

ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

47

CITY, STATE, ZIP OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

48

EMAIL ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER



Filling in the Blanks- Petition for Sealing, General

Below is an explanation of the information you should write in each numbered blank above.

1. Leave this blank. When you file your paperwork, the clerk will give you a case number that you can write in here
2. Write the name of the county your charge is in. For example, if your charge is in Loudoun County, write "Loudoun County."
3. Write your first and last name.

A. My Information

4. Write your current full legal name (first, middle, last, and suffix, if any).
5. Write your date of birth (month, day and year).
6. Write your sex (male, female, or non-binary).
7. Write your race.
8. Write your social security number, if any.

B. Information About Charge or Conviction to be Sealed

9. Check the appropriate box- if you are only seeking to seal one charge or conviction, check the top box. If you are seeking to seal more than one charge or conviction, or a charge or conviction and at least one related ancillary matter, check the second box.
 - NOTE: If any charge(s) or conviction(s) are not part of the same transaction or occurrence (i.e. happened separately), they must be filed on separate petitions.
10. Write the name of your charge or conviction—for example, "reckless driving" or "assault and battery." The name of your charge will be written on your arrest warrant in the bottom right box.
11. Check the appropriate box. If you are unsure, refer back to the **Determining Eligibility** section of this guide.
12. If you were found guilty of the charge(s) you are trying to seal, check the first box. If you had to complete certain conditions and then go back to court to have the charge(s) dismissed, check the second box.
 - If you were acquitted (found not guilty), or had the charge(s) nolle prosequi or dismissed without completing conditions, you should use our [Expungement How to Guide](#) (also available [in Spanish](#)).
13. Write the case number for the charge(s) you are trying to seal. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
14. Write the date that the case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.
15. Write the date you were arrested. This will be written on your arrest warrant in the bottom right box and/or on the courts' website
 - If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.

THIS INFORMATION IS NOT LEGAL ADVICE and is only meant to be an introductory guide. The Office of the Public Defender does not represent individuals petitioning for sealing. Please contact an attorney of your choice should you want legal advice and/or representation on these matters.

16. Write which agency arrested you—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
17. If available, write the Document Control Number (DCN). The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - If you do not have the DCN write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
18. Write your full name (first, middle, last) *as it was when you got arrested*.
 - If this is the same as your current full name written in blank 4, simply check the “Same as Above” box; you do not need to rewrite your name.
19. Write the city or county of the court that finalized your charge and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write “Prince William County” in the blank and check the box to the left of “General District Court.”
20. If you were able to get a copy of your warrant, indictment, or summons, check the box to the left of “attached.”
 - If you were not able to get a copy of your warrant, indictment, or summons, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

C. Information About Ancillary Matter(s) to be Sealed

21. If you are not seeking to seal a Failure to Appear, Contempt of Court, Bail Appeal, or Probation/Parole Violation connected to the charge or conviction on page 1, check the first box (“I am NOT requesting...”) and skip ahead to blank 33.
 - If you ARE seeking to seal a Failure to Appear, Contempt of Court, Bail Appeal, or Probation Violation connected to your charge or conviction on Page 1, check the second box (“I am requesting to seal an ancillary matter...”) and continue with blank 22.
22. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. You will put the rest on the **Addendum to Petition for Sealing** later. If you are unsure which box to check, refer to the **Determining Eligibility** section of this guide.
23. List the case number for your ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
24. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty of the ancillary matter at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the ancillary matter was dismissed. This should be written on your case disposition or the back of your warrant for the ancillary matter.
25. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts’ website

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- If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
26. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
- If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
27. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
- If you do not have the DCN write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
28. Write your full name (first, middle, last) *as it was when you got arrested for the ancillary matter*.
- If this is the same as your current full name written in blank 4, simply check the “Same as Above” box; you do not need to rewrite your name.
29. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write “Prince William County” in the blank and check the box to the left of “General District Court.”
30. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of “attached.”
- If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

D. Sealing Eligibility

31. Check this box if you have **never** been convicted of a Class 1 felony, a Class 2 felony, or a felony that carries the possibility of life imprisonment. If you are unsure what class of felony your past convictions are, refer back to the **Determining Eligibility** section of this guide.
- NOTE: There are some offenses, like Robbery, that used to always carry the possibility of life but may not anymore. It is unclear how the court will treat these, so we would recommend getting an attorney to help as there may be complex legal arguments required.
 - If you HAVE been convicted of a Class 1 felony, Class 2 felony, or felony that carries the possibility of life imprisonment, you are **not** eligible for sealing.
32. Check this box if it has been at least 20 years since you were last convicted of a Class 3 felony or Class 4 felony OR if you have never been convicted of a Class 3 felony or Class 4 felony. It does not matter, for this section, if there are other convictions during those 20 years.
- If it has not been at least 20 years, you will need to wait until it has been at least 20 years before you can petition for sealing of any charge or conviction.

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- If you are unsure what class of felony your charges are, refer back to the **Determining Eligibility** section of this guide.
33. Check this box if it has been at least 10 years since you have gotten any felony conviction, including violations of probation.
- If it has not been at least 10 years, you will need to wait until it has been at least 10 years before you can petition for sealing of any charge or conviction.
 - If you are unsure if a past conviction is a felony or what class of felony a past conviction is, refer back to the **Determining Eligibility** section of this guide.
34. If your charge was dismissed after a period of deferral (some times referred to as “under advisement”), check box the box next to “a.” and write the date of dismissal. This date should be available online and/or on the back of your warrant or bottom of your sentencing order. Skip ahead to blank 37.
- If you were found guilty, check the box next to “b.” and continue with blank 35.
 - If you are unsure if you were found guilty or if your charge was dismissed, refer back to the **Determining Eligibility** section of this guide.
35. If you were **not** sentenced to serve time in jail or prison, check the box next to “I was not sentenced to any term of incarceration” and write the date you were found guilty on the blank. This date should be available online and/or on the back of your warrant or bottom of your sentencing order.
- If you were sentenced to time in jail or prison, check the box next to “I was sentenced to a term of incarceration” and write the date (day, month, year) you were **released** from jail or prison *on the offense you are trying to seal* in the blank. If you do not know what date you were released, the jail or prison where you were held should be able to tell you.
 - If you were sentenced to time-served or all suspended time (i.e. you did not have to serve the time) AND were not incarcerated on your sentencing date, check the box next to “I was not sentenced to any term of incarceration” and write the date you were convicted and either “time-served” or “all suspended time,” depending on which is true for you.
36. If you were found guilty of a violation of probation or parole for the charge you are seeking to seal, check the box next to “After my conviction...” For purposes of answering this question, it does not matter if you were found guilty of violating your probation or parole on some other charge that you are not seeking to seal. If you were convicted of multiple violations for the offense you are seeking to seal, use the **most recent** one here; the rest will be added on the **Addendum to General Petition for Sealing** or additional pages.
- If you were sentenced to serve time in jail or prison, check the box next to “I was sentenced to a term of incarceration.” And write the date (day, month, year) you were **released** from jail or prison *on the violation you are trying to seal* in the blank. If you do not know what date you were released, the jail or prison where you were held should be able to tell you.
37. If the charge or conviction you are seeking to seal did **not** involve the use or dependence on alcohol or drugs, check the box next to “a.”

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- If the charge or conviction you are seeking to seal **did** involve the use or dependence on alcohol or drugs AND you are now clean and/or sober, check the box next to “b.”
38. If you were not ordered to pay money to the victim/accuser (restitution) on the charge(s) you are seeking to seal, check the box next to “a.”
- If you were ordered to pay money to the victim/accuser (restitution) on the charge(s) you are seeking to seal AND you have paid that money in full, check the box next to “b.”
 - If you are unsure if you were ordered to pay money to the victim/accuser (restitution) on the charge(s) you are seeking to seal, you can find out by either
 - Calling the clerk of court for the court where your case(s) was finished;
 - Checking the online case information system (see the **Determining Eligibility** section for guidance on how to access this system) by scrolling to the section labeled “Disposition Information” and look at the “Restitution Amount” and “Restitution Paid” items.
 - If your restitution on the charge(s) you are seeking to seal has not been paid in full, you must do that before you are eligible to seal the charge(s) or conviction(s) on which restitution is owed.
39. If you have never had a General Petition for Sealing granted, check the box next to “a.” If you submitted a petition for sealing and it was denied, you do not need to count that.
- If you have had a petition for sealing granted, other than a petition for automatic sealing, check the box next to “b.” and indicate if you have had 1 or 2 granted previously. This does not include charges or convictions that were automatically sealed or sealed by a Petition for Automatic Sealing.
 - If you have previously had 2 General Petitions for Sealing granted, you are **not** eligible.

E. Acknowledgements

40. Carefully read each of the statements 1-5 and check the box next to each one once you are confident you understand. If you do not understand a statement, we recommend consulting with an attorney.
41. If you are asking to seal multiple charges that occurred as part of the same act or transaction, or if you are asking to seal more than one ancillary charge, check the “Addendum” box and write the number of addendums needed in the blank.
42. Write the date you sign the petition.
43. Write your name and check the “Petitioner” box.
44. Write your telephone number and check the “Petitioner” box.
45. Sign your name and check the “Petitioner” box.
46. Write your street address (e.g. 123 Main Street) and check the “Petitioner” box. Do not include city, state, or zip on this line.
47. Write the city, state, and zip code (e.g. Richmond, Virginia 23227) and check the “Petitioner” box.
48. Write your email address and check the “Petitioner” box.

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Case Number

1

**ADDENDUM TO PETITION FOR SEALING
PURSUANT TO VA. CODE § 19.2-392.12**

(Misdemeanors, Class 5 or 6 Felonies, § 18.2-95, and felony offenses punished as larceny that resulted in conviction or deferral/dismissal and any related ancillary matters)

2

CITY OR COUNTY

Circuit Court

3

NAME OF PETITIONER

v. Commonwealth of Virginia

In addition to the charge, conviction and/or ancillary matter listed on my PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201, I am also requesting to seal: **(CHECK ALL THAT APPLY)**

4

☐ another charge or conviction that arose out of the same transaction or occurrence as the offense listed on page 1 of my petition. **(Complete Section A of this form. For additional offenses, attach as many pages as necessary.)**

5

☐ an ancillary matter related to the charge or conviction listed on page 1 of my petition. **(Complete Section B of this form. For additional ancillary matters, complete Sections C and D of this form. Attach as many pages as necessary.)**

6

☐ an ancillary matter related to the charge or conviction listed in section A of this addendum. **(Complete Section B of this form. For additional ancillary matters, complete Sections C and D of this form. Attach as many pages as necessary.)****A. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED**

1. Specific charge or conviction:

7

DESCRIPTION OF CHARGE OR CONVICTION

2. This charge is a ☐ misdemeanor ☐ class 5 or 6 felony

8

☐ a violation of § 18.2-95 or any other felony offense for which I was deemed guilty of larceny and was punished as provided in § 18.2-95.3. Offense Information: **(CHOOSE ONE)**

9

☐ I was convicted of the offense.**OR**☐ I had the charge deferred and it was then dismissed.

4. Case number for charge or conviction:

10

Date of final disposition or conviction:

11

Date of arrest:

12

Name of arresting agency:

13

Document control number (DCN), if available:

14

☐ Some or all of the above information is not reasonably available because

5. My full name at time of arrest:

15

6. Court of final disposition:

16

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

7. A copy of the warrant, summons or indictment is

- ☐ attached.
☐ not reasonably available because

B. INFORMATION ABOUT ANCILLARY MATTER

- ☐ I am requesting to seal an ancillary matter related to the charge or conviction
☐ listed on page 1 of this addendum OR ☐ listed on page 1 of my petition.

1. Ancillary Matter

The specific ancillary matter I request to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable):

Name of arresting agency for ancillary matter (if applicable):

Document control number (DCN), if available (if applicable):

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter:

4. Court of final disposition for ancillary matter:

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached
☐ not reasonably available because

C. INFORMATION ABOUT ANCILLARY MATTER

- ☐ I am requesting to seal another ancillary matter related to the charge or conviction:
☐ listed on page 1 of this addendum OR ☐ listed on page 1 of my petition

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order

2. Case number for ancillary matter listed above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable): 22
Name of arresting agency for ancillary matter (if applicable): 23
Document control number (DCN), if available (if applicable): 24
☐ Some or all of the above information is not reasonably available because

3. My full name at time of ancillary matter: 25 ☐ Same as on page 1 of this form

4. Court of final disposition for ancillary matter: 26
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is
27 ☐ attached.
☐ not reasonably available because

D. INFORMATION ABOUT ANCILLARY MATTER

18 ☐ I am requesting to seal another ancillary matter related to the charge or conviction:
☐ listed on page 1 of this addendum OR ☐ listed on page 1 of my petition

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- 19 ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order

2. Case number for ancillary matter listed above: 20
Date of final disposition for ancillary matter: 21
Date of arrest for ancillary matter (if applicable): 22
Name of arresting agency for ancillary matter (if applicable): 23
Document control number (DCN), if available (if applicable): 24
☐ Some or all of the above information is not reasonably available because

3. My full name at time of ancillary matter: 25 ☐ Same as on page 1 of this form

4. Court of final disposition for ancillary matter: 26
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is
27 ☐ attached.
☐ not reasonably available because

Filling in the Blanks- Addendum to General Petition

1. Leave this blank. When you file your paperwork, the clerk will give you a case number that you can write in here
2. Write the name of the county your charge is in. For example, if your charge is in Prince William County, write "Prince William County."
3. Write your name.
4. If you have another charge you would like sealed that happened together with the charge on the **Petition for Sealing, General** check this box. Information for this charge will be provided in section A. If you have more than one additional charge you are seeking to seal, attach and fill out additional Addendums to General Petition for Sealing.
5. If you have an ancillary matter related to the charge on your **Petition for Sealing, General**, check this box. Ancillary matters include probation or parole violation, failure to appear, contempt of court, and bail appeal. Information for this ancillary matter will be provided in section B. If you have more than one ancillary matter you are seeking to seal, use section C and D. If you still have additional ancillary matters to the charge on your **Petition for Sealing, General**, attach and fill out additional Addendums to General Petition for Sealing.
6. If you have an ancillary matter related to the charge listed in section A of this petition, check this box. Ancillary matters include probation or parole violation, failure to appear, contempt of court, and bail appeal. Information for this ancillary matter will be provided in section B. If you have more than one ancillary matter you are seeking to seal, use section C and D. If you still have additional ancillary matters to the charge in section A, attach and fill out additional Addendums to General Petition for Sealing.

A. Information about Charge or Conviction to be Sealed

Fill out this section only if you have additional charges or convictions to be sealed.

Ancillary matters should be listed in sections B-D.

7. Write the name of your charge or conviction—for example, "reckless driving" or "assault and battery." The name of your charge will be written on your arrest warrant in the bottom right box.
8. Check the appropriate box. If you are unsure, refer back to the **Determining Eligibility** section of this guide.
9. If you were found guilty of the charge(s) you are trying to seal, check the first box. If you had to complete certain conditions and then go back to court to have the charge(s) dismissed, check the second box.
 - a. If you were acquitted (found not guilty) or had the charge(s) nolle prosequi or dismissed without completing conditions, you should use our [Expungement How to Guide](#) (also available [in Spanish](#)).
10. Write the case number for the charge or conviction you are trying to seal. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
11. Write the date that the case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.

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12. Write the date you were arrested. This will be written on your arrest warrant in the bottom right box and/or on the courts' website
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
13. Write which agency arrested you—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
14. If available, write the Document Control Number (DCN). The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - a. If you do not have the DCN write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
15. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested*.
 - a. If this is the same as your current full name written in blank 4, simply check the "Same as Above" box; you do not need to rewrite your name.
16. Write the city or county of the court that finalized your charge and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write "Prince William County" in the blank and check the box to the left of "General District Court."
17. If you were able to get a copy of your warrant, indictment, or summons, check the box to the left of "attached."
 - a. If you were not able to get a copy of your warrant, indictment, or summons, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

B. Information About Ancillary Matter

Fill out this section only if you have ancillary matters (failure to appear, contempt of court, probation or parole violation, or bail appeal) related to a charge you are seeking to seal. If you have more than one ancillary matter, use these instructions for sections C and D as well. Additional ancillary matters will be included on Addendums to General Petition for Sealing. If you do not have any ancillary matters to seal, leave these sections blank.

18. If you have an ancillary matter to be sealed, check the first box AND either the second or third box, depending on your situation.
19. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. Additional ancillary matters will be listed in sections C and D. If you still need additional space, attach more pages
20. List the case number for your ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
21. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your ancillary matter was deferred

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and dismissed, this would be the day the ancillary matter was dismissed. This should be written on your case disposition or the back of your warrant.

22. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts' website
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
23. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
24. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - a. If you do not have the DCN write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
25. Write your full name (first, middle, last) *as it was when you got arrested for the ancillary matter*.
 - a. If this is the same as your current full name written in blank 15, simply check the "Same as Above" box; you do not need to rewrite your name.
26. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write "Prince William County" in the blank and check the box to the left of "General District Court."
27. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of "attached."
 - a. If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

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Case Number.....

1

**PETITION FOR SEALING PURSUANT
TO VA. CODE § 19.2-392.12:1(A) AND/OR (B)**(Specific misdemeanor convictions or deferred dismissals
and any related ancillary matters;And/or ancillary matters related to previously sealed
charges or convictions)

2

CITY OR COUNTY

Circuit Court

3

NAME OF PETITIONER

v. Commonwealth of Virginia

I am petitioning to seal criminal history record information and court records, including electronic records,
for the charges, convictions, or ancillary matters included in this petition.

(CHOOSE ONE OR BOTH OF THE FOLLOWING OPTIONS)

4 ☐ This petition is being filed pursuant to Va. Code § 19.2-392.12:1(A), because I was convicted of the
charge or the charge was deferred and then dismissed under one of the following statutes with an
offense date on or after January 1, 1986: §§ 4.1-305, 18.2-96, 18.2-103, 18.2-119, 18.2-120, 18.2-
134, 18.2-248.1, 18.2-265.3(A), or 18.2-415. **(SECTION A, PART 1 OF THIS FORM.)**
If applicable, I am also requesting to seal an ancillary matter related to the conviction or the charge
that was deferred and then dismissed. **(SECTION A, PART 2 OF THIS FORM.)**

5 ☐ This petition is being filed pursuant to Va. Code § 19.2-392.12:1(B), because I had a charge or
conviction automatically sealed under Va. Code §§ 19.2-392.6:1, 19.2-392.7, or 19.2-392.11, and I
am requesting that an ancillary matter related to that charge be sealed. **(SECTION B OF THIS
FORM.)**

MY INFORMATION

My full name is:.....

6

My date of birth is:.....

7

My sex is:.....

8

My race is:.....

9

My social security number is:.....

10

**PROCEED TO PAGE 2 OF THIS FORM TO COMPLETE SECTION A FOR PETITIONS FILED
PURSUANT TO § 19.2-392.12:1(A).**

**IF YOU ARE NOT COMPLETING SECTION A, PROCEED TO PAGE 4 OF THIS FORM TO
COMPLETE SECTION B FOR PETITIONS FILED PURSUANT TO § 19.2-392.12:1(B).**

SECTION A, PART 1: PETITIONS FILED PURSUANT TO § 19.2-392.12:1(A):

This section is for charges that resulted in a conviction or charges that were deferred and then dismissed under one of the statutes listed below.

11 ☐ I am requesting to seal a single charge or conviction. (List charge or conviction below).

OR

☐ I am requesting to seal more than one charge or conviction. (Identify the first charge or conviction below, and list additional charges or convictions on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(A), FORM CC-1203(A).)

INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED

12 ☐ was convicted ☐ had the charge deferred and then dismissed, for a violation the following offense with an offense date on or after January 1, 1986: **(SELECT ONLY ONE)**

- 13 ☐ § 4.1-305, Purchasing or possessing alcoholic beverages
☐ § 18.2-96, Petit larceny (misdemeanor only)
☐ § 18.2-103, Concealing or taking possession of merchandise (misdemeanor only)
☐ § 18.2-119, Trespass
☐ § 18.2-120, Instigating trespass by others
☐ § 18.2-134, Trespassing on posted property to hunt, fish or trap
☐ § 18.2-248.1, Sale, gift distribution or possession with intent to sell, give or distribute marijuana (misdemeanor only)
☐ § 18.2-265.3(A), Sale or possession with intent to sell drug paraphernalia
☐ § 18.2-415, Disorderly conduct in public places

2. Case number for charge or conviction: 14
Date of final disposition of charge or conviction: 15
Date of arrest: 16
Name of arresting agency: 17
Document Control Number (DCN), if available: 18
☐ Some or all of the above information is not reasonably available because

3. Full name at time of arrest: 19

4. Court of final disposition: 20
CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the warrant, summons or indictment is

- 21 ☐ attached.
☐ not reasonably available because

SECTION A, PART 2: PETITIONS FILED PURSUANT TO § 19.2-392.12:1(A):

This section is for requests to seal ancillary matters related to charges that resulted in a conviction or charges that were deferred and then dismissed under specified statutes.

22

☐ I am not requesting to seal any ancillary matters related to the charge or conviction to be sealed in Section A, Part 1 of this form.

OR

☐ I am requesting to seal an ancillary matter related to the charge or conviction to be sealed in Section A, Part 1 of this form. (Identify the first ancillary matter below and list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(A), FORM CC-1203(A).)

INFORMATION ABOUT ANCILLARY MATTER TO BE SEALED

23

1. Ancillary Matter

Specific ancillary matter requested to be sealed is

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter identified above: 24

Date of final disposition for ancillary matter: 25

Date of arrest for ancillary matter (if applicable): 26

Name of arresting agency for ancillary matter (if applicable): 27

Document Control Number (DCN), if available (if applicable): 28

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter: 29

4. Court of final disposition for ancillary matter: 30

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

31

- ☐ attached.
- ☐ not reasonably available because

PROCEED TO THE NEXT PAGE TO COMPLETE SECTION B FOR PETITIONS FILED PURSUANT TO § 19.2-392.12:1(B). IF YOU ARE NOT COMPLETING SECTION B, PROCEED TO PAGE 5 OF THIS FORM.

SECTION B: PETITIONS FILED PURSUANT TO § 19.2-392.12:1(B):

This section is for ancillary matters related to charges or convictions that have previously been automatically sealed under Va. Code §§ 19.2-392.6:1, 19.2-392.7, or 19.2-392.11.

I am asking to seal an ancillary matter related to (CHOOSE ONE OR BOTH OPTIONS):

- ☐ ☐ conviction(s) or offense(s) automatically sealed pursuant to §§ 19.2-392.7 or 19.2-392.11, with an offense date on or after January 1, 1986.
- ☐ ☐ an offense sealed pursuant to § 19.2-392.6:1 where a criminal or civil offense concluded with any final disposition as a charge or conviction of former § 18.2-250.1 (possession of marijuana).

INFORMATION ABOUT ANCILLARY MATTER TO BE SEALED

Identify the offense or conviction that was previously sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11:

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

Specific ancillary matter requested to be sealed is

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter identified above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable):

Name of arresting agency for ancillary matter (if applicable):

Document Control Number (DCN), if available (if applicable):

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter:

4. Court of final disposition for ancillary matter:

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached.
- ☐ not reasonably available because

☐ I am requesting to seal more than one ancillary matter related to the offense or conviction that was previously sealed. (List the second ancillary matter below and list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(B), FORM CC-1203(B).)

INFORMATION ABOUT SECOND ANCILLARY MATTER TO BE SEALED

Identify the offense or conviction that was previously sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11: 45

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

Specific ancillary matter requested to be sealed is

46

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter identified above: 47

Date of final disposition for ancillary matter: 48

Date of arrest for ancillary matter (if applicable): 49

Name of arresting agency for ancillary matter (if applicable): 50

Document Control Number (DCN), if available (if applicable): 51

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter: 52

4. Court of final disposition for ancillary matter: 53

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

54

- ☐ attached.
☐ not reasonably available because

COMPLETE THIS SECTION FOR ALL PETITIONS FILED PURSUANT TO VA. CODE § 19.2-392.12:1.

Acknowledgments. Check each box to acknowledge that you have read and understand each statement below.

55

- I. ☐ I understand that I am required to provide a copy of this petition by delivery or by first-class mail, postage prepaid, to the Commonwealth's Attorney for the county or city where the petition is filed.
- II. ☐ I understand that after this petition is filed, I am required to request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of my Virginia and national criminal history record to the circuit court where the petition is filed. (*Instructions on how to request your criminal history record information are available through the Virginia Department of State Police.*)

- III. ☐ I understand that I cannot request to seal a charge, conviction or ancillary matter that was finalized on the same date as a conviction or charge that was deferred and then dismissed that is not eligible for sealing pursuant to § 19.2-392.12:1.
- IV. ☐ I understand that I can only request to seal multiple charges, convictions or ancillary matters on the same petition if all such charges, convictions, and ancillary matters are eligible for sealing pursuant to § 19.2-392.12:1.
- V. ☐ I understand that my petition may be denied, with or without a hearing, if the charge(s), conviction(s), or ancillary matter(s) listed in this petition are not eligible for sealing.
- VI. ☐ I understand that if my petition for sealing is granted, it will not restore my civil rights or firearm rights.
- VII. ☐ I understand that if my petition for sealing is granted, I will still be required to pay any outstanding fines, costs, restitution, forfeitures, or penalties for charge(s) or conviction(s) that are ordered to be sealed.

56 ☐ **ADDENDUM.** I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(A), FORM CC-1203(A) and/or the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(B), FORM CC-1203(B). _____ addendums are attached to this petition and are incorporated herein.
NUMBER

57

DATE

61

SIGNATURE OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER (VSB No. _____)

58

PRINTED NAME OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

62

ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

59

TELEPHONE NUMBER OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

63

CITY, STATE, ZIP OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

60

EMAIL ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

Filling in the Blanks—Petition for Automatic Sealing

1. Leave this blank. When you file your paperwork, the clerk will give you a case number that you can write in here
2. Write the name of the county your charge is in. For example, if your charge is in Prince William County, write “Prince William County.”
3. Write your name.
4. If you are trying to seal a charge that is eligible for automatic sealing but was not sealed automatically, check this box. Charges eligible for automatic sealing are listed in the question. If you are unsure of the code section for your charge, refer to the **Determining Eligibility** section of this guide.
5. If you are trying to seal ancillary matters connected to a charge that was automatically sealed, check this box.
6. Write your current full name (first, middle, last, and suffix, if any).
7. Write your date of birth (day, month, year).
8. Write your sex (male, female, or non-binary).
9. Write your race.
10. Write your Social Security Number.

Section A, Part 1

11. If you are only requesting to seal one charge or conviction, check the first box. If you have more than one charge or conviction to seal, check the second box. ***This does not count ancillary matters.*** If your charge or conviction was already sealed and you only need to seal an ancillary matter, leave this part blank and proceed to section B (blank 32).
12. If you were found guilty, check the box to the left of “I was convicted.” If your charge was deferred or taken under advisement and later dismissed, check the box to the left of “had the charge deferred and then dismissed”
 - a. Deferred dismissals usually mean that the Judge found there was enough evidence to find you guilty, but instead ordered you to complete some conditions and come back after a certain period of time to have the charge dismissed.
 - b. If you are not sure if you were found guilty or not, refer back to the **Determining Eligibility** section of this guide.
13. Check the box next to the charge you are seeking to seal. If you are unsure of the code section for your charge, refer back to the **Determining Eligibility** section of this guide. **If your charge is not listed here, you are most likely using the wrong form.**
 - a. If you were acquitted (found not guilty), or had the charge(s) nolle prosequi or dismissed without completing conditions, you should use our [Expungement How to Guide](#) (also available [in Spanish](#)).
14. Write the case number for the charge(s) or conviction(s) you are trying to seal. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
15. Write the date that the case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.

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16. Write the date you were arrested. This will be written on your arrest warrant in the bottom right box and/or on the courts' website
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
17. Write which agency arrested you—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
18. If available, write the Document Control Number (DCN). The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - a. If you do not have the DCN write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
19. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested*.
20. Write the city or county of the court that finalized your charge and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write "Prince William County" in the blank and check the box to the left of "General District Court."
21. If you were able to get a copy of your warrant, indictment, or summons, check the box to the left of "attached."
 - a. If you were not able to get a copy of your warrant, indictment, or summons, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

Section A, Part 2

22. If you do **not** have any ancillary matters (violation of probation/parole, contempt of court, failure to appear, or bail appeal) to seal, check the first box. If you are seeking to seal at least one ancillary matter, check the second box.
23. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. Additional ancillary matters will be listed on the **Addendum to Automatic Petition- A**. If you still need additional space, attach more pages
24. List the case number for the ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
25. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.
26. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts' website

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- a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
27. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
28. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - a. If you do not have the DCN write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
29. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested for the ancillary matter*.
 - a. If this is the same as your current full name written in blank 15, simply check the “Same as Above” box; you do not need to rewrite your name.
30. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write “Prince William County” in the blank and check the box to the left of “General District Court.”
31. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of “attached.”
 - a. If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

Section B

32. If your charge or conviction was one of those listed in Section A, Part 1 (blank 13) **and** has already been automatically sealed (sealed without you petitioning the court), *and you are now seeking to seal ancillary matters related to that charge or conviction*, check this box. If not, leave it blank.
33. If your charge or conviction was for possession of marijuana under former 18.2-250.1 **and** has already been automatically sealed (sealed without you petitioning the court), *and you are now seeking to seal ancillary matters related to that charge or conviction*, check this box. If not, leave it blank.
34. Write the case number for the charge or conviction **that was already sealed**. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00) **AND** write the name of the charge or conviction **that was already sealed**—for example, “reckless driving” or “assault and battery.” The name of your charge will be written on your arrest warrant in the bottom right box.

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- a. If you don't know and can't access the case number for your already sealed charge or conviction, just write the name of the charge.
35. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. The second (if any) ancillary matter will be listed below, and additional ancillary matters will be listed on the **Addendum to Automatic Petition-B**. If you still need additional space, attach more pages.
36. List the case number for your ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
37. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.
38. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts' website
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
39. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
40. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - a. If you do not have the DCN write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
41. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested for the ancillary matter*.
 - a. If this is the same as your current full name written in blank 15, simply check the "Same as Above" box; you do not need to rewrite your name.
42. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write "Prince William County" in the blank and check the box to the left of "General District Court."
43. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of "attached."
 - a. If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

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44. If you have additional ancillary matters related to the same charge or conviction, check this box and list the next ancillary matter below. If you have more than 2 ancillary matters related to the automatically sealed charge or conviction, use the **Addendum to Automatic Petition-B** for the remaining ancillary matters. Attach as many Addendums as needed.
- a. If you do not have any additional ancillary matters to seal, leave this blank and skip to blank 55.
45. Write the case number for the charge or conviction **that was already sealed**. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00) **AND** write the name of the charge or conviction **that was already sealed**—for example, “reckless driving” or “assault and battery.” The name of your charge will be written on your arrest warrant in the bottom right box.
- a. If you don’t know and can’t access the case number for your already sealed charge or conviction, just write the name of the charge.
46. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. The second (if any) ancillary matter will be listed below, and additional ancillary matters will be listed on the **Addendum to Automatic Petition-B**. If you still need additional space, attach more pages.
47. List the case number for your ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
48. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.
49. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts’ website
- a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
50. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
- a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
51. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
- a. If you do not have the DCN write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
52. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested for the ancillary matter*.

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- a. If this is the same as your current full name written in blank 15, simply check the “Same as Above” box; you do not need to rewrite your name.
53. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write “Prince William County” in the blank and check the box to the left of “General District Court.”
54. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of “attached.”
 - a. If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).
55. CAREFULLY read each of these statements. Once you are confident you understand each item, check the box next to it. If you do not understand any statement, we recommend that you consult with an attorney.
56. If you will be submitting either **Addendum to Automatic Petition-A** or **Addendum to Automatic Petition-B**, check this box and write the number of addendums you are attaching.
57. Write the date you sign the petition.
58. Write your name and check the “Petitioner” box.
59. Write your telephone number and check the “Petitioner” box.
60. Write your email address and check the “Petitioner” box.
61. Sign your name and check the “Petitioner” box.
62. Write your street address (e.g. 123 Main Street) and check the “Petitioner” box. Do not include city, state, or zip on this line.
63. Write the city, state, and zip code (e.g. Richmond, Virginia 23227) and check the “Petitioner” box.

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Case Number

1

ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12:1(A)

(Specific misdemeanor convictions or
deferrals/dismissals and any related
ancillary matters)

2

CITY OR COUNTY

Circuit Court

3

NAME OF PETITIONER

v. Commonwealth of Virginia

In addition to the conviction or deferred dismissal listed on my PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12:1(A), FORM CC-1203, I am also requesting to seal the following:

(CHECK ALL THAT APPLY)

- 4 ☐ another conviction or deferred dismissal under one of the specified statutes listed in § 19.2-392.12:1(A). **(Complete section A of this form. For additional offenses, attach as many pages as necessary.)**
- 5 ☐ an ancillary matter related to the conviction or deferred dismissal listed on page 1 of my petition. **(Complete Section B of this form. For additional ancillary matters related to this conviction or deferred dismissal, complete Sections C and D of this form. Attach as many pages as necessary.)**
- 6 ☐ an ancillary matter related to the conviction or deferred dismissal listed in Section A of this addendum. **(Complete Section B of this form. For additional ancillary matters related to this conviction or deferred dismissal, complete Sections C and D of this form. Attach as many pages as necessary.)**

A. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED

- 7 1. I ☐ was convicted ☐ had the charge deferred and then dismissed, for a violation of the following offense with an offense date on or after January 1, 1986: **(SELECT ONLY ONE)**
- 8 ☐ § 4.1-305, Purchasing or possessing alcoholic beverages
☐ § 18.2-96, Petit larceny (misdemeanor only)
☐ § 18.2-103, Concealing or taking possession of merchandise (misdemeanor only)
☐ § 18.2-119, Trespass
☐ § 18.2-120, Instigating trespass by others
☐ § 18.2-134, Trespassing on posted property to hunt, fish or trap
☐ § 18.2-248.1, Sale, gift distribution or possession with intent to sell, give or distribute marijuana (misdemeanor only)
☐ § 18.2-265.3(A), Sale or possession with intent to sell drug paraphernalia
☐ § 18.2-415, Disorderly conduct in public places
2. Case Number for charge or conviction: 9
- Date of final disposition or conviction: 10
- Date of arrest: 11
- Name of arresting agency: 12
- Document Control Number (DCN), if available: 13
- ☐ Some or all of the above information is not reasonably available because

3. My full name at time of arrest: _____ 14
4. Court of final disposition: _____ 15
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
5. A copy of the warrant, summons or indictment is
16 ☐ attached.
☐ not reasonably available because _____

B. INFORMATION ABOUT ANCILLARY MATTER

I am requesting to seal an ancillary matter related to:

- 17 ☐ the conviction or deferred dismissal on page 1 of my petition
☐ the charge or conviction listed in Section A of this addendum.

1. Ancillary Matter 1

The specific ancillary matter I request to be sealed is (CHOOSE ONE)

- 18 ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: _____ 19
Date of final disposition for ancillary matter: _____ 20
Date of arrest for ancillary matter (if applicable): _____ 21
Name of arresting agency for ancillary matter (if applicable): _____ 22
Document Control Number (DCN), if available (if applicable): _____ 23
☐ Some or all of the above information is not reasonably available because _____

3. Full name at time of ancillary matter: _____ 24
4. Court of final disposition for ancillary matter: _____ 25
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

- 26 5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached
☐ not reasonably available because _____

C. INFORMATION ABOUT ANCILLARY MATTER

I am requesting to seal an ancillary matter related to:

- 17 ☐ the conviction or deferred dismissal on page 1 of my petition
☐ the charge or conviction listed in Section A of this addendum.

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- 18 ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: 19
Date of final disposition for ancillary matter: 20
Date of arrest for ancillary matter (if applicable): 21
Name of arresting agency for ancillary matter (if applicable): 22
Document Control Number (DCN), if available (if applicable): 23
☐ Some or all of the above information is not reasonably available because _____
3. My full name at time of ancillary matter: 24
4. Court of final disposition for ancillary matter: 25
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached.
26 ☐ not reasonably available because _____

D. INFORMATION ABOUT ANCILLARY MATTER

- I am requesting to seal an ancillary matter related to:
17 ☐ the conviction or deferred dismissal on page 1 of my petition
☐ the charge or conviction listed in Section A of this addendum.
2. Ancillary Matter
Specific ancillary matter requested to be sealed is (CHOOSE ONE)
18 ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order
2. Case number for ancillary matter listed above: 19
Date of final disposition for ancillary matter: 20
Date of arrest for ancillary matter (if applicable): 21
Name of arresting agency for ancillary matter (if applicable): 22
Document Control Number (DCN), if available (if applicable): 23
☐ Some or all of the above information is not reasonably available because _____
3. My full name at time of ancillary matter: 24
4. Court of final disposition for ancillary matter: 25
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached.
26 ☐ not reasonably available because _____

Filling in the Blanks- Addendum to Automatic Petition- A

1. Leave this blank. When you file your paperwork, the clerk will give you a case number that you can write in here
2. Write the name of the county your charge is in. For example, if your charge is in Prince William County, write "Prince William County."
3. Write your first and last name.
4. If you have charges or convictions in addition to the one listed on the **Petition for Automatic Sealing** that are eligible for automatic sealing but were not sealed automatically, check this box. Charges eligible for automatic sealing are listed below in section A (blank 8). If you are unsure of the code section for your charge, refer to the **Determining Eligibility** section of this guide.
5. If you have additional ancillary matters related to the charge or conviction on page 1 of your **Petition for Automatic Sealing**, check this box.
6. If you checked the box for blank 4 **AND** you are seeking to seal ancillary matters related to that charge or conviction, check this box.

A. Information about Charge or Conviction to be Sealed

Only complete this section if you are seeking to seal a charge or conviction that you were not able to list on your Petition for Automatic Sealing. If you do not have an additional charge, skip this section. If you have multiple additional charges, attach as many of this addendum as you need.

7. If you were found guilty, check the box to the left of "I was convicted." If your charge was deferred or taken under advisement and later dismissed, check the box to the left of "had the charge deferred and then dismissed"
 - a. Deferred dismissals usually mean that the Judge found there was enough evidence to find you guilty, but instead ordered you to complete some conditions and come back after a certain period of time to have the charge dismissed.
 - b. If you are not sure if you were found guilty or not, refer back to the Determining Eligibility section of this guide.
8. Check the box next to the charge you are seeking to seal. If you are unsure of the code section for your charge, refer back to the Determining Eligibility section of this guide. If your charge is not listed here, you are most likely using the wrong form.
 - a. If you were acquitted (found not guilty), or had the charge(s) nolle prosequi or dismissed without completing conditions, you should use our [Expungement How to Guide](#) (also available [in Spanish](#)).
9. Write the case number for the charge(s) you are trying to seal. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
10. Write the date that the case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.
11. Write the date you were arrested. This will be written on your arrest warrant in the bottom right box and/or on the courts' website

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- a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
12. Write which agency arrested you—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
13. If available, write the Document Control Number (DCN). The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - a. If you do not have the DCN write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
14. Write your full name (first, middle, last, and suffix, if any) as it was when you got arrested.
15. Write the city or county of the court that finalized your charge and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write “Prince William County” in the blank and check the box to the left of “General District Court.”
16. If you were able to get a copy of your warrant, indictment, or summons, check the box to the left of “attached.”
 - a. If you were not able to get a copy of your warrant, indictment, or summons, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

B. Information About Ancillary Matter

Fill out this section only if you have additional ancillary matters (failure to appear, contempt of court, probation or parole violation, or bail appeal) related to a charge you are seeking to seal or that has been automatically sealed. If you have more than one ancillary matter, use these instructions for section C and D as well. If you still have more ancillary matters, attach more addendums. If you do not have any more related ancillary matters to seal, leave these sections blank.

17. If you are seeking to seal another ancillary matter related to the charge or conviction on your **Petition for Automatic Sealing**, check the first box. If you are seeking to seal an ancillary matter for a charge listed in section A of this addendum, check the second box.
18. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. If you still need additional space after section D, attach more pages
19. List the case number for your ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
20. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.

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21. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts' website
 - a. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
22. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - b. If unknown/unavailable, write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
23. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.
 - c. If you do not have the DCN write "unavailable" and check the box next to "some of all of the above information is not reasonably available because" and write the reason in the blank.
24. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested for the ancillary matter*.
 - d. If this is the same as your current full name written in blank 15, simply check the "Same as Above" box; you do not need to rewrite your name.
25. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write "Prince William County" in the blank and check the box to the left of "General District Court."
26. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of "attached."
 - e. If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

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Case Number

1

**ADDENDUM TO PETITION FOR SEALING
PURSUANT TO VA. CODE § 19.2-392.12:1(B)**(Ancillary matters related to charges or convictions
that have already been sealed)

2

CITY OR COUNTY

Circuit Court

3

NAME OF PETITIONER

v. Commonwealth of Virginia

In addition to the ancillary matters listed on my PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12:1(B), Form CC-1203, I am also requesting to seal the ancillary matters listed below.
(Complete Section A of this form. For additional ancillary matters related to a charge or conviction that was previously automatically sealed, complete Section B of this form. Attach as many pages as necessary.)

A. INFORMATION ABOUT ANCILLARY MATTER

Identify the offense or conviction that was previously automatically sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11:

4

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

The specific ancillary matter I request to be sealed is (CHOOSE ONE)

5

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above:

6

Date of final disposition for ancillary matter:

7

Date of arrest for ancillary matter (if applicable):

8

Name of arresting agency for ancillary matter (if applicable):

9

Document Control Number (DCN), if available (if applicable):

10

☐ Some or all of the above information is not reasonably available because**3. Full name at time of ancillary matter:**

11

4. Court of final disposition for ancillary matter:

12

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court**5. A copy of the charging document for the ancillary matter (if applicable) is**

13

- ☐ attached
- ☐ not reasonably available because

B. INFORMATION ABOUT ANCILLARY MATTER

Identify the offense or conviction that was previously automatically sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11: 4

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

5

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case No. for ancillary matter listed above:

6

Date of final disposition for ancillary matter:

7

Date of arrest for ancillary matter (if applicable):

8

Name of arresting agency for ancillary matter (if applicable):

9

Document Control Number (DCN), if available (if applicable):

10

☐ Some or all of the above information is not reasonably available because

3. My full name at time of ancillary matter:

11

4. Court of final disposition for ancillary matter:

12

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

13

- ☐ attached.
- ☐ not reasonably available because



Filling in the Blanks—Addendum to Automatic Petition-B

1. Leave this blank. When you file your paperwork, the clerk will give you a case number that you can write in here
2. Write the name of the county your charge is in. For example, if your charge is in Loudoun County, write “Loudoun County.”
3. Write your first and last name.

A. Information About Ancillary Matter

Fill out this section only if you have additional ancillary matters (failure to appear, contempt of court, probation or parole violation, or bail appeal) related to a charge you are seeking to seal or that has been automatically sealed. If you have more than one ancillary matter, use these instructions for section C and D as well. If you still have more ancillary matters, attach more addendums. If you do not have any more related ancillary matters to seal, leave these sections blank.

4. Write the case number for the charge or conviction **that was already sealed**. This usually starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00) **AND** write the name of the charge or conviction **that was already sealed**—for example, “reckless driving” or “assault and battery.” The name of your charge will be written on your arrest warrant in the bottom right box.
 - a. If you don’t know and can’t access the case number for your already sealed charge or conviction, just write the name of the charge.
5. Check the appropriate box for your ancillary matter. If you have more than one, just pick one for now. The second (if any) ancillary matter will be listed below. If you still need additional space, attach more copies of this addendum and fill them out using this guide.
6. List the case number for your ancillary matter you would like sealed. This *usually* starts with GC, GT, JA, or CR followed by 10 numbers (example: GT00000000-00).
7. Write the date that the ancillary matter case was finalized in court. For example, if you were found guilty at trial, this would be the last day of your trial; if your case was deferred and dismissed, this would be the day the case was dismissed. This should be written on your case disposition or the back of your warrant.
8. Write the date you were arrested on the ancillary matter. This will be written on your arrest warrant in the bottom right box and/or on the courts’ website
 - a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
9. Write which agency arrested you on the ancillary matter—for example, Prince William County Police or Virginia State Police. This will be written on your arrest warrant in the bottom right corner box and is usually abbreviated- for example, PWCPD or VSP.
 - a. If unknown/unavailable, write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
10. If available, write the Document Control Number (DCN) for this ancillary matter. The DCN is the number associated with your fingerprints for each charge. It can only be found on your criminal history record.

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- a. If you do not have the DCN write “unavailable” and check the box next to “some of all of the above information is not reasonably available because” and write the reason in the blank.
11. Write your full name (first, middle, last, and suffix, if any) *as it was when you got arrested for the ancillary matter*.
 - a. If this is the same as your current full name written in blank 15, simply check the “Same as Above” box; you do not need to rewrite your name.
12. Write the city or county of the court that finalized your ancillary matter and check the appropriate court level box. For example, if your case was in the General District Court for Prince William County, write “Prince William County” in the blank and check the box to the left of “General District Court.”
13. If you were able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the box to the left of “attached.”
 - a. If you were not able to get a copy of your warrant, indictment, or summons for your ancillary matter, check the second box and write why you were unable to get it in the blank (i.e. record destroyed by court).

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COVER SHEET FOR FILING CIVIL ACTIONS
COMMONWEALTH OF VIRGINIA

Case No. _____
(CLERK'S OFFICE USE ONLY)

Circuit Court

PLAINTIFF(S)

v./In re:

DEFENDANT(S)

I, the undersigned ☐ plaintiff ☐ defendant ☐ attorney for ☐ plaintiff ☐ defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL

Subsequent Actions

- ☐ Claim Impleading Third Party Defendant
 - ☐ Monetary Damages
 - ☐ No Monetary Damages
- ☐ Counterclaim
 - ☐ Monetary Damages
 - ☐ No Monetary Damages
- ☐ Cross Claim
- ☐ Interpleader
- ☐ Reinstatement (other than divorce or driving privileges)
- ☐ Removal of Case to Federal Court

Business & Contract

- ☐ Attachment
- ☐ Confessed Judgment
- ☐ Contract Action
- ☐ Contract Specific Performance
- ☐ Detinue
- ☐ Garnishment

Property

- ☐ Annexation
- ☐ Condemnation
- ☐ Ejectment
- ☐ Encumber/Sell Real Estate
- ☐ Enforce Vendor's Lien
- ☐ Escheatment
- ☐ Establish Boundaries
- ☐ Landlord/Tenant
 - ☐ Unlawful Detainer
- ☐ Mechanics Lien
- ☐ Partition
- ☐ Quiet Title
- ☐ Termination of Mineral Rights

Tort

- ☐ Asbestos Litigation
- ☐ Compromise Settlement
- ☐ Intentional Tort
- ☐ Medical Malpractice
- ☐ Motor Vehicle Tort
- ☐ Product Liability
- ☐ Wrongful Death
- ☐ Other General Tort Liability

ADMINISTRATIVE LAW

- ☐ Appeal/Judicial Review of Decision of (select one)
 - ☐ ABC Board
 - ☐ Board of Zoning
 - ☐ Compensation Board
 - ☐ DMV License Suspension
 - ☐ Employee Grievance Decision
 - ☐ Employment Commission
 - ☐ Local Government
 - ☐ Marine Resources Commission
 - ☐ School Board
 - ☐ Voter Registration
 - ☐ Other Administrative Appeal

DOMESTIC/FAMILY

- ☐ Adoption
 - ☐ Adoption - Foreign
- ☐ Adult Protection
- ☐ Annulment
 - ☐ Annulment - Counterclaim/Responsive Pleading
- ☐ Child Abuse and Neglect - Unfounded Complaint
- ☐ Civil Contempt
- ☐ Divorce (select one)
 - ☐ Complaint - Contested*
 - ☐ Complaint - Uncontested*
 - ☐ Counterclaim/Responsive Pleading
 - ☐ Reinstatement - Custody/Visitation/Support/Equitable Distribution
- ☐ Separate Maintenance
 - ☐ Separate Maintenance Counterclaim

WRITS

- ☐ Certiorari
- ☐ Habeas Corpus
- ☐ Mandamus
- ☐ Prohibition
- ☐ Quo Warranto

PROBATE/WILLS AND TRUSTS

- ☐ Accounting
- ☐ Aid and Guidance
- ☐ Appointment (select one)
 - ☐ Guardian/Conservator
 - ☐ Standby Guardian/Conservator
 - ☐ Custodian/Successor Custodian (UTMA)
- ☐ Trust (select one)
 - ☐ Impress/Declare/Create
 - ☐ Reformation
- ☐ Will (select one)
 - ☐ Construe
 - ☐ Contested

MISCELLANEOUS

- ☐ Amend Birth/Death Certificate
- ☐ Appointment (select one)
 - ☐ Church Trustee
 - ☐ Conservator of Peace
 - ☐ Marriage Celebrant
- ☐ Approval of Transfer of Structured Settlement
- ☐ Bond Forfeiture Appeal
- ☐ Declaratory Judgment
- ☐ Declare Death
- ☐ Driving Privileges (select one)
 - ☐ Reinstatement pursuant to § 46.2-427
 - ☐ Restoration - Habitual Offender or 3rd Offense
- ☐ Expungement
- ☐ Firearms Rights - Restoration
- ☐ Forfeiture of Property or Money
- ☐ Freedom of Information
- ☐ Injunction
- ☐ Interdiction
- ☐ Interrogatory
- ☐ Judgment Lien-Bill to Enforce
- ☐ Law Enforcement/Public Official Petition
- ☐ Name Change
- ☐ Referendum Elections
- ☐ Sever Order
- ☐ Taxes (select one)
 - ☐ Correct Erroneous State/Local
 - ☐ Delinquent
- ☐ Vehicle Confiscation
- ☐ Voting Rights - Restoration
- ☐ Other (please specify)

☐ Damages in the amount of \$ _____ are claimed.

DATE

☐ PLAINTIFF

☐ DEFENDANT

☐ ATTORNEY FOR

☐ PLAINTIFF

☐ DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

Case Number _____

**PETITION FOR SEALING PURSUANT
TO VA. CODE § 19.2-392.12**

(Misdemeanors, Class 5 or 6 felonies, § 18.2-95, and felony offenses
punished as larceny that resulted in conviction or deferral/dismissal
and any related ancillary matters)

Circuit Court

CITY OR COUNTY

v. Commonwealth of Virginia

NAME OF PETITIONER

I am petitioning to seal criminal history record information and court records, including electronic records, for the charge or conviction included in this petition. This petition is being filed pursuant to Va. Code § 19.2-392.12 as I was convicted of the charge or the charge was deferred and then dismissed. The charge or conviction I am requesting to seal has an offense date on or after January 1, 1986. If indicated below, I am also requesting to seal criminal history record information and court records for ancillary matters related to that charge or conviction.

A. MY INFORMATION

My full name is: _____

My date of birth is: _____ My sex is: _____ My race is: _____

My social security number is: _____

B. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED☐ I am requesting to seal a single charge or conviction. (List charge or conviction below).**OR**

☐ I am requesting to seal more than one charge or conviction. The charges and/or convictions that I am requesting to be sealed all arose out of the same transaction or occurrence and are eligible for sealing in the same petition. (**NOTE:** Ancillary matters are treated as part of the same transaction or occurrence.) List the first charge or conviction below and list additional charges or convictions on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).

1. Specific charge or conviction: _____

DESCRIPTION OF CHARGE OR CONVICTION

2. This charge is a ☐ misdemeanor ☐ class 5 or 6 felony
☐ a violation of § 18.2-95 or any other felony offense for which I was
deemed guilty of larceny and was punished as provided in § 18.2-95.

3. Offense Information: (**CHOOSE ONE**)☐ I was convicted of the offense.**OR**☐ I had the charge deferred and it was then dismissed.

4. Case number for charge or conviction: _____

Date of final disposition or conviction: _____

Date of arrest: _____

Name of arresting agency: _____

Document control number (DCN), if available: _____

☐ Some or all of the above information is not reasonably available because5. My full name at time of arrest: _____ ☐ Same as above

6. Court of final disposition: _____
CITY OR COUNTY
- ☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
7. A copy of the warrant, summons or indictment is
- ☐ attached.
- ☐ not reasonably available because _____

C. INFORMATION ABOUT ANCILLARY MATTER(S) TO BE SEALED

- ☐ I am NOT requesting to seal an ancillary matter related to the charge or conviction listed on page 1.
(Continue to Section D of this form.)

OR

- ☐ I am requesting to seal an ancillary matter related to the charge or conviction listed on page 1. List the ancillary matter below. (If you are requesting to seal more than one ancillary matter, list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A).)

1. Ancillary Matter

The specific ancillary matter I request to be sealed is (**CHOOSE ONE**)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; **OR**
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: _____

Date of final disposition for ancillary matter: _____

Date of arrest for ancillary matter (if applicable): _____

Name of arresting agency for ancillary matter (if applicable): _____

Document control number (DCN), if available (if applicable): _____

- ☐ Some or all of the above information is not reasonably available because _____

3. Full name at time of ancillary matter: _____ ☐ Same as on page 1

4. Court of final disposition for ancillary matter: _____

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached
- ☐ not reasonably available because _____

D. SEALING ELIGIBILITY

1. Criminal History.

- a. ☐ I have never been convicted of a Class 1 or 2 felony, or any other felony punishable by life in prison.
- b. ☐ I have not been convicted of a Class 3 or 4 felony within the past 20 years.
- c. ☐ I have not been convicted of any other felony within the past 10 years.

2. Eligibility Start Date. Check the box that describes your last contact with the court system for the charge(s) or conviction(s) to be sealed. (CHOOSE A OR B BELOW)
- a. ☐ The deferred charge against me was dismissed. Date of dismissal: _____
- OR**
- b. ☐ I was convicted and
- ☐ I was not sentenced to any term of incarceration. Date of conviction: _____
- OR**
- ☐ I was sentenced to a term of incarceration. Date released from incarceration: _____
- (If applicable)
- ☐ After my conviction, I was later found in violation of my suspended sentence, probation, or parole, and
- ☐ I was not sentenced to any term of incarceration.
- OR**
- ☐ I was sentenced to a term of incarceration. Date released from incarceration: _____
3. Alcohol/Substance Use.
- a. ☐ The charge(s) or conviction(s) to be sealed did not involve the use or dependence on alcohol, any narcotic drug, or any other self-administered intoxicant.
- OR**
- b. ☐ The charge(s) or conviction(s) to be sealed did involve the use or dependence on alcohol, any narcotic drug, or any other self-administered intoxicant, and I have been rehabilitated.
4. Restitution.
- a. ☐ I was not ordered to pay restitution for the charge(s) or conviction(s) to be sealed.
- b. ☐ I was ordered to pay restitution for the charge(s) or conviction(s) to be sealed, and I have paid all restitution in full.
5. Prior Sealing Petitions.
- a. ☐ I have not had a sealing petition previously granted under the petition process in Va. Code § 19.2-392.12.
- b. ☐ I have had a sealing petition previously granted under the petition process in Va. Code § 19.2-392.12. Number of petitions previously granted: ☐ One ☐ Two
-

E. ACKNOWLEDGMENTS.

Check each box to acknowledge that you have read and understand each statement below.

1. ☐ I understand that I am required to provide a copy of this petition by delivery or by first-class mail, postage prepaid, to the Commonwealth's Attorney for the county or city where the petition is filed.
2. ☐ I understand that after this petition is filed, I am required to request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of my Virginia and national criminal history record to the circuit court where the petition is filed. (*Instructions on how to request your criminal history record are available through the Virginia Department of State Police.*)
3. ☐ I understand that my petition may be denied, with or without a hearing, if the charge(s), conviction(s), or ancillary matter(s) listed in this petition are not eligible for sealing.

4. ☐ I understand that if my petition for sealing is granted, it will not restore my civil rights or firearm rights.
5. ☐ I understand that if my petition for sealing is granted, I will still be required to pay any outstanding fines, costs, forfeitures or penalties for charge(s) or conviction(s) that are ordered sealed.

☐ **ADDENDUM.** I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached an ADDENDUM TO PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201(A). _____ addendums are attached to this petition and are incorporated herein.
NUMBER

DATE

SIGNATURE OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER (VSB No. _____)

PRINTED NAME OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

TELEPHONE NUMBER OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

CITY, STATE, ZIP OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

EMAIL ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

Case Number

**ADDENDUM TO PETITION FOR SEALING
PURSUANT TO VA. CODE § 19.2-392.12**

(Misdemeanors, Class 5 or 6 Felonies, § 18.2-95, and felony offenses punished as larceny that resulted in conviction or deferral/dismissal and any related ancillary matters)

..... Circuit Court
CITY OR COUNTY..... v. Commonwealth of Virginia
NAME OF PETITIONERIn addition to the charge, conviction and/or ancillary matter listed on my PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12, FORM CC-1201, I am also requesting to seal: **(CHECK ALL THAT APPLY)**

- ☐ another charge or conviction that arose out of the same transaction or occurrence as the offense listed on page 1 of my petition. **(Complete Section A of this form. For additional offenses, attach as many pages as necessary.)**
- ☐ an ancillary matter related to the charge or conviction listed on page 1 of my petition. **(Complete Section B of this form. For additional ancillary matters, complete Sections C and D of this form. Attach as many pages as necessary.)**
- ☐ an ancillary matter related to the charge or conviction listed in section A of this addendum. **(Complete Section B of this form. For additional ancillary matters, complete Sections C and D of this form. Attach as many pages as necessary.)**

A. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED

1. Specific charge or conviction:
DESCRIPTION OF CHARGE OR CONVICTION
2. This charge is a ☐ misdemeanor ☐ class 5 or 6 felony
☐ a violation of § 18.2-95 or any other felony offense for which I was deemed guilty of larceny and was punished as provided in § 18.2-95.
3. Offense Information: **(CHOOSE ONE)**
☐ I was convicted of the offense.
OR
☐ I had the charge deferred and it was then dismissed.
4. Case number for charge or conviction:
Date of final disposition or conviction:
Date of arrest:
Name of arresting agency:
Document control number (DCN), if available:
☐ Some or all of the above information is not reasonably available because
.....
5. My full name at time of arrest:
6. Court of final disposition:
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

7. A copy of the warrant, summons or indictment is
☐ attached.
☐ not reasonably available because

.....

B. INFORMATION ABOUT ANCILLARY MATTER

- ☐ I am requesting to seal an ancillary matter related to the charge or conviction
☐ listed on page 1 of this addendum OR ☐ listed on page 1 of my petition.

1. Ancillary Matter

The specific ancillary matter I request to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence,
probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable):

Name of arresting agency for ancillary matter (if applicable):

Document control number (DCN), if available (if applicable):

- ☐ Some or all of the above information is not reasonably available because

.....

3. Full name at time of ancillary matter: ☐ Same as on page 1 of this form

4. Court of final disposition for ancillary matter:

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached
☐ not reasonably available because

.....

C. INFORMATION ABOUT ANCILLARY MATTER

- ☐ I am requesting to seal another ancillary matter related to the charge or conviction:
☐ listed on page 1 of this addendum OR ☐ listed on page 1 of my petition

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence,
probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable): _____
Name of arresting agency for ancillary matter (if applicable): _____
Document control number (DCN), if available (if applicable): _____
☐ Some or all of the above information is not reasonably available because _____

3. My full name at time of ancillary matter: _____ ☐ Same as on page 1 of this form

4. Court of final disposition for ancillary matter: _____
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached.
☐ not reasonably available because _____

D. INFORMATION ABOUT ANCILLARY MATTER

☐ I am requesting to seal another ancillary matter related to the charge or conviction:
☐ listed on page 1 of this addendum OR ☐ listed on page 1 of my petition

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: _____
Date of final disposition for ancillary matter: _____
Date of arrest for ancillary matter (if applicable): _____
Name of arresting agency for ancillary matter (if applicable): _____
Document control number (DCN), if available (if applicable): _____
☐ Some or all of the above information is not reasonably available because _____

3. My full name at time of ancillary matter: _____ ☐ Same as on page 1 of this form

4. Court of final disposition for ancillary matter: _____
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached.
☐ not reasonably available because _____

Case Number.....

**PETITION FOR SEALING PURSUANT
TO VA. CODE § 19.2-392.12:1(A) AND/OR (B)**(Specific misdemeanor convictions or deferred dismissals
and any related ancillary matters;And/or ancillary matters related to previously sealed
charges or convictions)..... Circuit Court
CITY OR COUNTY..... v. Commonwealth of Virginia
NAME OF PETITIONERI am petitioning to seal criminal history record information and court records, including electronic records,
for the charges, convictions, or ancillary matters included in this petition.**(CHOOSE ONE OR BOTH OF THE FOLLOWING OPTIONS)**

- I. ☐ This petition is being filed pursuant to Va. Code § 19.2-392.12:1(A), because I was convicted of the charge or the charge was deferred and then dismissed under one of the following statutes with an offense date on or after January 1, 1986: §§ 4.1-305, 18.2-96, 18.2-103, 18.2-119, 18.2-120, 18.2-134, 18.2-248.1, 18.2-265.3(A), or 18.2-415. **(SECTION A, PART 1 OF THIS FORM.)**
If applicable, I am also requesting to seal an ancillary matter related to the conviction or the charge that was deferred and then dismissed. **(SECTION A, PART 2 OF THIS FORM.)**
- II. ☐ This petition is being filed pursuant to Va. Code § 19.2-392.12:1(B), because I had a charge or conviction automatically sealed under Va. Code §§ 19.2-392.6:1, 19.2-392.7, or 19.2-392.11, and I am requesting that an ancillary matter related to that charge be sealed. **(SECTION B OF THIS FORM.)**

MY INFORMATION

My full name is:.....

My date of birth is:..... My sex is:.....

My race is:..... My social security number is:.....

**PROCEED TO PAGE 2 OF THIS FORM TO COMPLETE SECTION A FOR PETITIONS FILED
PURSUANT TO § 19.2-392.12:1(A).****IF YOU ARE NOT COMPLETING SECTION A, PROCEED TO PAGE 4 OF THIS FORM TO
COMPLETE SECTION B FOR PETITIONS FILED PURSUANT TO § 19.2-392.12:1(B).**

SECTION A, PART 1: PETITIONS FILED PURSUANT TO § 19.2-392.12:1(A):

This section is for charges that resulted in a conviction or charges that were deferred and then dismissed under one of the statutes listed below.

☐ I am requesting to seal a single charge or conviction. (List charge or conviction below).

OR

☐ I am requesting to seal more than one charge or conviction. (Identify the first charge or conviction below, and list additional charges or convictions on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(A), FORM CC-1203(A).)

INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED

1. I ☐ was convicted ☐ had the charge deferred and then dismissed, for a violation the following offense with an offense date on or after January 1, 1986: **(SELECT ONLY ONE)**

- ☐ § 4.1-305, Purchasing or possessing alcoholic beverages
- ☐ § 18.2-96, Petit larceny (misdemeanor only)
- ☐ § 18.2-103, Concealing or taking possession of merchandise (misdemeanor only)
- ☐ § 18.2-119, Trespass
- ☐ § 18.2-120, Instigating trespass by others
- ☐ § 18.2-134, Trespassing on posted property to hunt, fish or trap
- ☐ § 18.2-248.1, Sale, gift distribution or possession with intent to sell, give or distribute marijuana (misdemeanor only)
- ☐ § 18.2-265.3(A), Sale or possession with intent to sell drug paraphernalia
- ☐ § 18.2-415, Disorderly conduct in public places

2. Case number for charge or conviction: _____
Date of final disposition of charge or conviction: _____
Date of arrest: _____
Name of arresting agency: _____
Document Control Number (DCN), if available: _____
☐ Some or all of the above information is not reasonably available because _____

3. Full name at time of arrest: _____

4. Court of final disposition: _____
CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the warrant, summons or indictment is

- ☐ attached.
☐ not reasonably available because _____

SECTION A, PART 2: PETITIONS FILED PURSUANT TO § 19.2-392.12:1(A):

This section is for requests to seal ancillary matters related to charges that resulted in a conviction or charges that were deferred and then dismissed under specified statutes.

☐ I am not requesting to seal any ancillary matters related to the charge or conviction to be sealed in Section A, Part 1 of this form.

OR

☐ I am requesting to seal an ancillary matter related to the charge or conviction to be sealed in Section A, Part 1 of this form. (Identify the first ancillary matter below and list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(A), FORM CC-1203(A).)

INFORMATION ABOUT ANCILLARY MATTER TO BE SEALED

1. Ancillary Matter

Specific ancillary matter requested to be sealed is

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter identified above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable):

Name of arresting agency for ancillary matter (if applicable):

Document Control Number (DCN), if available (if applicable):

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter:

4. Court of final disposition for ancillary matter:

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

☐ attached.

☐ not reasonably available because

PROCEED TO THE NEXT PAGE TO COMPLETE SECTION B FOR PETITIONS FILED PURSUANT TO § 19.2-392.12:1(B). IF YOU ARE NOT COMPLETING SECTION B, PROCEED TO PAGE 5 OF THIS FORM.

SECTION B: PETITIONS FILED PURSUANT TO § 19.2-392.12:1(B):

This section is for ancillary matters related to charges or convictions that have previously been automatically sealed under Va. Code §§ 19.2-392.6:1, 19.2-392.7, or 19.2-392.11.

I am asking to seal an ancillary matter related to (CHOOSE ONE OR BOTH OPTIONS):

- ☐ conviction(s) or offense(s) automatically sealed pursuant to §§ 19.2-392.7 or 19.2-392.11, with an offense date on or after January 1, 1986.
- ☐ an offense sealed pursuant to § 19.2-392.6:1 where a criminal or civil offense concluded with any final disposition as a charge or conviction of former § 18.2-250.1 (possession of marijuana).

INFORMATION ABOUT ANCILLARY MATTER TO BE SEALED

Identify the offense or conviction that was previously sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11: _____

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

Specific ancillary matter requested to be sealed is

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter identified above: _____

Date of final disposition for ancillary matter: _____

Date of arrest for ancillary matter (if applicable): _____

Name of arresting agency for ancillary matter (if applicable): _____

Document Control Number (DCN), if available (if applicable): _____

☐ Some or all of the above information is not reasonably available because _____

3. Full name at time of ancillary matter: _____

4. Court of final disposition for ancillary matter: _____

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached.
- ☐ not reasonably available because _____

☐ I am requesting to seal more than one ancillary matter related to the offense or conviction that was previously sealed. (List the second ancillary matter below and list additional ancillary matters on the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(B), FORM CC-1203(B).)

INFORMATION ABOUT SECOND ANCILLARY MATTER TO BE SEALED

Identify the offense or conviction that was previously sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11: _____

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

Specific ancillary matter requested to be sealed is

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter identified above: _____

Date of final disposition for ancillary matter: _____

Date of arrest for ancillary matter (if applicable): _____

Name of arresting agency for ancillary matter (if applicable): _____

Document Control Number (DCN), if available (if applicable): _____

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter: _____

4. Court of final disposition for ancillary matter: _____

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached.
- ☐ not reasonably available because

COMPLETE THIS SECTION FOR ALL PETITIONS FILED PURSUANT TO VA. CODE § 19.2-392.12:1.

Acknowledgments. Check each box to acknowledge that you have read and understand each statement below.

- I. ☐ I understand that I am required to provide a copy of this petition by delivery or by first-class mail, postage prepaid, to the Commonwealth's Attorney for the county or city where the petition is filed.
- II. ☐ I understand that after this petition is filed, I am required to request that the Central Criminal Records Exchange (CCRE) electronically forward a copy of my Virginia and national criminal history record to the circuit court where the petition is filed. (*Instructions on how to request your criminal history record information are available through the Virginia Department of State Police.*)

- III. ☐ I understand that I cannot request to seal a charge, conviction or ancillary matter that was finalized on the same date as a conviction or charge that was deferred and then dismissed that is not eligible for sealing pursuant to § 19.2-392.12:1.
- IV. ☐ I understand that I can only request to seal multiple charges, convictions or ancillary matters on the same petition if all such charges, convictions, and ancillary matters are eligible for sealing pursuant to § 19.2-392.12:1.
- V. ☐ I understand that my petition may be denied, with or without a hearing, if the charge(s), conviction(s), or ancillary matter(s) listed in this petition are not eligible for sealing.
- VI. ☐ I understand that if my petition for sealing is granted, it will not restore my civil rights or firearm rights.
- VII. ☐ I understand that if my petition for sealing is granted, I will still be required to pay any outstanding fines, costs, restitution, forfeitures, or penalties for charge(s) or conviction(s) that are ordered to be sealed.

☐ **ADDENDUM.** I am requesting to seal multiple charges, convictions or ancillary matters, and I have attached the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(A), FORM CC-1203(A) and/or the ADDENDUM TO PETITION FOR SEALING PURSUANT TO § 19.2-392.12:1(B), FORM CC-1203(B). _____ addendums are attached to this petition and are incorporated herein.
NUMBER

DATE

SIGNATURE OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER (VSB No. _____)

PRINTED NAME OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

TELEPHONE NUMBER OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

CITY, STATE, ZIP OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

EMAIL ADDRESS OF ☐ PETITIONER
☐ ATTORNEY FOR PETITIONER

Case Number

**ADDENDUM TO PETITION FOR SEALING
PURSUANT TO VA. CODE § 19.2-392.12:1(A)**(Specific misdemeanor convictions or
deferrals/dismissals and any related
ancillary matters)..... Circuit Court
CITY OR COUNTY..... v. Commonwealth of Virginia
NAME OF PETITIONERIn addition to the conviction or deferred dismissal listed on my PETITION FOR SEALING PURSUANT TO VA.
CODE § 19.2-392.12:1(A), FORM CC-1203, I am also requesting to seal the following:**(CHECK ALL THAT APPLY)**

- ☐ another conviction or deferred dismissal under one of the specified statutes listed in
§ 19.2-392.12:1(A). **(Complete section A of this form. For additional offenses, attach as many
pages as necessary.)**
- ☐ an ancillary matter related to the conviction or deferred dismissal listed on page 1 of my petition.
**(Complete Section B of this form. For additional ancillary matters related to this conviction or
deferred dismissal, complete Sections C and D of this form. Attach as many pages as
necessary.)**
- ☐ an ancillary matter related to the conviction or deferred dismissal listed in Section A of this
addendum. **(Complete Section B of this form. For additional ancillary matters related to this
conviction or deferred dismissal, complete Sections C and D of this form. Attach as many
pages as necessary.)**

A. INFORMATION ABOUT CHARGE OR CONVICTION TO BE SEALED

1. I ☐ was convicted ☐ had the charge deferred and then dismissed, for a violation of the following
offense with an offense date on or after January 1, 1986: **(SELECT ONLY ONE)**
- ☐ § 4.1-305, Purchasing or possessing alcoholic beverages
 - ☐ § 18.2-96, Petit larceny (misdemeanor only)
 - ☐ § 18.2-103, Concealing or taking possession of merchandise (misdemeanor only)
 - ☐ § 18.2-119, Trespass
 - ☐ § 18.2-120, Instigating trespass by others
 - ☐ § 18.2-134, Trespassing on posted property to hunt, fish or trap
 - ☐ 18.2-248.1, Sale, gift distribution or possession with intent to sell, give or distribute marijuana
(misdemeanor only)
 - ☐ § 18.2-265.3(A), Sale or possession with intent to sell drug paraphernalia
 - ☐ § 18.2-415, Disorderly conduct in public places
2. Case Number for charge or conviction:
- Date of final disposition or conviction:
- Date of arrest:
- Name of arresting agency:
- Document Control Number (DCN), if available:
- ☐ Some or all of the above information is not reasonably available because
.....

3. My full name at time of arrest: _____
4. Court of final disposition: _____
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
5. A copy of the warrant, summons or indictment is
☐ attached.
☐ not reasonably available because

B. INFORMATION ABOUT ANCILLARY MATTER

I am requesting to seal an ancillary matter related to:

- ☐ the conviction or deferred dismissal on page 1 of my petition
☐ the charge or conviction listed in Section A of this addendum.

1. Ancillary Matter 1

The specific ancillary matter I request to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: _____

Date of final disposition for ancillary matter: _____

Date of arrest for ancillary matter (if applicable): _____

Name of arresting agency for ancillary matter (if applicable): _____

Document Control Number (DCN), if available (if applicable): _____

☐ Some or all of the above information is not reasonably available because

3. Full name at time of ancillary matter: _____

4. Court of final disposition for ancillary matter: _____

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached
☐ not reasonably available because

C. INFORMATION ABOUT ANCILLARY MATTER

I am requesting to seal an ancillary matter related to:

- ☐ the conviction or deferred dismissal on page 1 of my petition
☐ the charge or conviction listed in Section A of this addendum.

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above: _____
Date of final disposition for ancillary matter: _____
Date of arrest for ancillary matter (if applicable): _____
Name of arresting agency for ancillary matter (if applicable): _____
Document Control Number (DCN), if available (if applicable): _____
☐ Some or all of the above information is not reasonably available because _____
3. My full name at time of ancillary matter: _____
4. Court of final disposition for ancillary matter: _____
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached.
☐ not reasonably available because _____

D. INFORMATION ABOUT ANCILLARY MATTER

- I am requesting to seal an ancillary matter related to:
☐ the conviction or deferred dismissal on page 1 of my petition
☐ the charge or conviction listed in Section A of this addendum.
2. Ancillary Matter
Specific ancillary matter requested to be sealed is (**CHOOSE ONE**)
☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
☐ a violation or alleged violation of contempt of court;
☐ a charge or conviction for failure to appear; OR
☐ an appeal from a bail, bond, or recognizance order.
2. Case number for ancillary matter listed above: _____
Date of final disposition for ancillary matter: _____
Date of arrest for ancillary matter (if applicable): _____
Name of arresting agency for ancillary matter (if applicable): _____
Document Control Number (DCN), if available (if applicable): _____
☐ Some or all of the above information is not reasonably available because _____
3. My full name at time of ancillary matter: _____
4. Court of final disposition for ancillary matter: _____
CITY OR COUNTY
☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court
5. A copy of the charging document for the ancillary matter (if applicable) is
☐ attached.
☐ not reasonably available because _____

Case Number.....

ADDENDUM TO PETITION FOR SEALING**PURSUANT TO VA. CODE § 19.2-392.12:1(B)**

(Ancillary matters related to charges or convictions that have already been sealed)

.....
CITY OR COUNTY

..... Circuit Court

.....
NAME OF PETITIONER

v. Commonwealth of Virginia

In addition to the ancillary matters listed on my PETITION FOR SEALING PURSUANT TO VA. CODE § 19.2-392.12:1(B), Form CC-1203, I am also requesting to seal the ancillary matters listed below.

(Complete Section A of this form. For additional ancillary matters related to a charge or conviction that was previously automatically sealed, complete Section B of this form. Attach as many pages as necessary.)**A. INFORMATION ABOUT ANCILLARY MATTER**

Identify the offense or conviction that was previously automatically sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11:

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary MatterThe specific ancillary matter I request to be sealed is **(CHOOSE ONE)**

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case number for ancillary matter listed above:

Date of final disposition for ancillary matter:

Date of arrest for ancillary matter (if applicable):

Name of arresting agency for ancillary matter (if applicable):

Document Control Number (DCN), if available (if applicable):

☐ Some or all of the above information is not reasonably available because**3. Full name at time of ancillary matter:****4. Court of final disposition for ancillary matter:**

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court**5. A copy of the charging document for the ancillary matter (if applicable) is**

- ☐ attached
- ☐ not reasonably available because

B. INFORMATION ABOUT ANCILLARY MATTER

Identify the offense or conviction that was previously automatically sealed pursuant to §§ 19.2-392.6:1, 19.2-392.7 or 19.2-392.11: _____

CASE NUMBER (IF AVAILABLE) AND DESCRIPTION OF OFFENSE

1. Ancillary Matter

Specific ancillary matter requested to be sealed is (CHOOSE ONE)

- ☐ a violation or alleged violation of the terms and conditions of a suspended sentence, probation or parole;
- ☐ a violation or alleged violation of contempt of court;
- ☐ a charge or conviction for failure to appear; OR
- ☐ an appeal from a bail, bond, or recognizance order.

2. Case No. for ancillary matter listed above: _____

Date of final disposition for ancillary matter: _____

Date of arrest for ancillary matter (if applicable): _____

Name of arresting agency for ancillary matter (if applicable): _____

Document Control Number (DCN), if available (if applicable): _____

☐ Some or all of the above information is not reasonably available because _____

3. My full name at time of ancillary matter: _____

4. Court of final disposition for ancillary matter: _____

CITY OR COUNTY

☐ Circuit Court ☐ General District Court ☐ Juvenile & Domestic Relations District Court

5. A copy of the charging document for the ancillary matter (if applicable) is

- ☐ attached.
- ☐ not reasonably available because _____