

# INSTRUCTIONS FOR COMPLETING THE MOTION TO SEAL AN ADULT CRIMINAL RECORD

## HEADING

- Choose the type of court in the drop down box below the first blank.
- Choose the county in the drop down box below the second blank. This is the county in which the record is located.
- Enter the defendant's first, middle, and last names.
- Enter the case number assigned to the original case..

IN THE  COURT OF  COUNTY, NEBRASKA

STATE OF NEBRASKA, Case No.

Plaintiff,

vs.  Defendant.

**MOTION TO SEAL AN  
ADULT CRIMINAL RECORD**

## BODY OF THE PETITION

- Enter the crime(s) the defendant was charged with.
- Enter the date of the charge(s).
- check the box that correctly completes the statement.

**NOTE:** Only check the box for “Resulted in a conviction that was later set aside” if the conviction was set aside because you were a victim of sex trafficking.

1. I was charged with  on

(Crime(s) Charged) (Date of charge(s))

2. All charges against me in this matter (select one):

Were dismissed;

Resulted in an acquittal;

Resulted in a conviction that was later pardoned; or

Resulted in a conviction that was later set aside because I was a victim of sex trafficking.

## SIGNATURE

- a. Sign your name.
- b. Enter the date you are signing the form.
- c. Print your first, middle, and last names.
- d. Enter your street address.
- e. Enter the city, state, and ZIP code where you live.
- f. Enter your telephone number, including the area code.
- g. Enter your email address if any.
- h. Carefully read the statement.
  - i. Check the box if you do not have the ability to receive emails.
  - ii. You must give the reason you don't have the ability to receive emails on the line provided.

a.  Signature: \_\_\_\_\_ Date:  b.

c.  Printed Name: \_\_\_\_\_ d.

Street Address/P.O. Box: \_\_\_\_\_ e.

f.  City/State/ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*Email address:  g.

i.  \*Nebraska Supreme Court Rule § 2-208 requires individuals who are not attorneys and representing themselves to provide their email address. The court will use the email address to send notices from the court about this case **except** for items that require another type of service as directed by statute or Nebraska Supreme Court Rule.

If you no longer have email capability or if your email or other contact information changes, you must complete a [Change of Contact Information Form](#).

ii.  By checking this box, I am letting the court know that I do not have the ability to receive emails. The reason I cannot receive email is: \_\_\_\_\_