



Municipal Court

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YOUR RIGHTS & RESPONSIBILITIES SEALING CRIMINAL RECORDS FOR DISMISSED CASES

A criminal and arrest record, even for a minor offense, can have far-reaching implications. In Colorado, custodians of criminal justice records may allow any person to inspect those records except under limited circumstances.

You may ask the Court to immediately seal your case and that any criminal justice records, except for identifying information, pursuant to 24-72-705, C.R.S. if;

- You were found not guilty of all charges.
- The case was dismissed, and the dismissal was not part of a plea agreement in a separate case.
- You completed a diversion program.
- You completed a deferred judgment and sentence and the deferred judgment and sentence does not pertain to any of the following offenses: An offense concerning the holder of a commercial driver's license or the operator of a commercial motor vehicle pursuant to 42-2-402, C.R.S.
- The records in this case do not pertain solely to a traffic offense or traffic infraction.
- You have paid any and all restitution, fines and court costs, late fees, or other fees ordered by the Court, or the Court has vacated such order(s).
- You have paid the \$65 Municipal Court sealing fee (the Court can waive if determined indigent). In addition, to this fee, the Colorado Bureau of Investigation (CBI) is authorized under state law to charge "any costs related to the sealing of ... criminal justice records subject to the order."
- If the case you are requesting to be sealed has a victim protected under 24-4.1.303(11)(b.7) of the Colorado Revised Statutes (C.R.S), then the victim has a right to be heard in a hearing within 42 days to contest your sealing request.

Additional information:

- For additional directions and information please refer to the CBI website:
<https://www.colorado.gov/pacific/cbi/disposition-update-and-sealing-arrest-record>.
- If any other agencies, criminal justice or otherwise, have information related to your case, please provide the Court with the names of those agencies and the Court will send a copy of the Court's Order to Seal to each of those agencies.
- If the Court grants your Motion to Seal, you may legally say that these records do not exist.

Municipal court employees cannot provide legal advice and you should seek legal counsel if you have any questions regarding this process.