

Dayton Municipal Court
301 W. Third Street, P.O. Box 10700 ▪ Dayton, Ohio 45402

Traffic and Criminal Divisions Forms

The Court and Clerk have endeavored to simplify both the acquisition and filing of the paperwork necessary to complete several filings. The forms included below are grouped by filing. Each form has a brief explanation of its use, the number of copies which must be filed, and the costs for each filing. Forms can be filed in person or mailed (along with payment if applicable) to the address above.

[FAX FILING COVER PAGE - PDF LINK](#): To submit a fax filing, please use this form.

[Sealing Criminal Records / Expungements](#)

Upon receipt of the appropriate application and payment, where necessary, we will process your application. The application will then be submitted to the Probation Department for a background check and recommendation. Once the assigned Judge's office receives the recommendation, a notice of hearing date and time will be mailed to applicant.

NOTICE: There is no guarantee that by submitting an application, that your record will be sealed/expunged. If it is determined that you are not eligible or your request is denied, you are not eligible for a refund.

[APPLICATION FOR SEALING CRIMINAL RECORDS - PDF LINK](#): To request Record Sealing for multiple cases, use this application to request record sealing of criminal offenses. Up to six (6) cases can be listed on each page of the application. When needing to list more than six (6) cases, please use a second copy of the linked page listing case number seven (7) in box one (1.) Only one fee is required no matter how many cases are submitted. Dismissed, Conviction, and Not Guilty cases may be listed on the same form.

Number of Copies Required: 3

Filing Fee(s) for Conviction cases ONLY: \$100.00

Filing Fee(s) for Dismissed and Not Guilty cases: No fee to file

[APPLICATION FOR EXPUNGING CRIMINAL RECORDS - PDF LINK](#): To request Record Expungement for multiple cases, use this application to request record expungement of criminal offenses. Up to six (6) cases can be listed on each page of the application. When needing to list more than six (6) cases, please use a second copy of the linked page listing case number seven (7) in box one (1.) Only one fee is required no matter how many cases are submitted. Dismissed, Conviction, and Not Guilty cases may be listed on the same form.

Number of Copies Required: 3

Filing Fee(s) for Conviction cases ONLY: \$100.00

Filing Fee(s) for Dismissed and Not Guilty cases: No fee to file

NOTICE: If you were arrested, but not charged you need to file in the Civil Division. The Civil Division's list of forms is available at this link: https://clerkofcourt.daytonohio.gov/PA/civil_form/DaytonMunicipalCourt-CivilForms.pdf

Written Not Guilty Plea

WRITTEN NOT GUILTY PLEA - PDF LINK: Waive your right to a speedy trial until the next scheduled court date.

Number of Copies Required: 1*

Filing Fee(s): No fee to file

This form can be submitted via email by following these directions:

- 1) Download the PDF to your computer
- 2) Complete the form fields
- 3) Save the PDF
- 4) Email the completed PDF as an attachment to krista.fox@daytonohio.gov

Parking Request for Trial

PARKING REQUEST FOR TRIAL - PDF LINK: Use this form to contest a parking ticket and request a trial.

Number of Copies Required: 1*

Filing Fee(s): No fee to file

This form can be submitted via email by following these directions:

- 1) Download the PDF to your computer
- 2) Complete the form fields
- 3) Save the PDF
- 4) Email the completed PDF as an attachment to danialwilliams@daytonohio.gov