

COMPLETING THE MOTION TO SEAL AN ADULT CRIMINAL RECORD

You will need to know: your case number, the county where the charge was filed, whether it was filed in county court or district court, the date of the charge, the offense you were charged with, and the outcome of the charge (dismissed or acquitted.)

You can get a copy of your criminal history through the [Nebraska State Patrol](#) (There is a small charge to get your record.), do a [one-time court case search](#) of Nebraska Court records. (There is a small charge to get your record, but it may not be a complete record.), or by going to the courthouse and using the public access terminal to get information on your record. There will be a charge for copies provided to you by the court.

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.

Page 1 of 2

Choose the court and the county using the drop-down lists.

Enter the original case number.

Enter your name exactly as it was listed on the original case.

List the charge(s) in this case.

List the date of these charge(s).

Check the box that correctly completes the statement.

IN THE _____ COURT OF _____ COUNTY, NEBRASKA
Choose the court Choose the court

STATE OF NEBRASKA, Case No. _____
Plaintiff,

vs. _____
(your full name) Defendant.

**MOTION TO SEAL AN
ADULT CRIMINAL RECORD**

I am the defendant in the above-listed case.

I request this court enter an Order sealing the criminal record of this case.

I am stating the following facts in support of this Motion:

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.

3. The information related to the charge(s) listed above still appears in the public record.

Page 2 of 2

**Read this
statement carefully.**

If you **CANNOT**
receive emails, check
the box, and use the
lines to explain why
you can't.

I request that the court enter an Order sealing my above conviction.

Signature: _____ Date: _____

Printed Name: _____

Street Address/P.O. Box: _____

City/State/ZIP Code: _____

Telephone Number: _____

*Email address: _____

*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](#).

☐ 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: _____

Sign the form, and
enter your printed
name, the date
signed, your address,
telephone number,
and your email
address (if you can
receive emails).