

CORRECTING A MISTAKE ON A CRIMINAL RECORD

Go to the court where your case was heard and get a [Certificate of Disposition](#).

Certificate of Disposition says sealed.

Certificate of Disposition does not say sealed. Ask the Court Clerk to check the file.

Court file shows that the case is sealed. Ask the Court Clerk to stamp the certificate of disposition to show that the case has been sealed.

Court file shows that the case is not sealed. Ask the Court Clerk how to get the case sealed. Different Courts have different procedures.

Send the original Certificate of Disposition to [DCJS](#) with a letter asking to correct the mistake.

Court Clerk says to write a letter to the Court. See [Lowering Criminal Barriers](#) for a sample.

Court Clerk says you have to make a motion. Speak to an attorney.

Court Clerk says he or she can do this for you. Find out who will notify DCJS.

Court file says there is a Do Not Seal order. The case cannot be sealed.