

HAVE A JUVENILE RECORD IN ALAMEDA COUNTY? THESE ARE THE STEPS TO SEAL IT.

*It is **FREE** to apply to seal your juvenile record in Alameda County.*

There are generally two ways to seal your record.

Option 1: *Was your juvenile court case dismissed **after** January 1, 2015?*

- If so, it's very likely that your record was already sealed automatically. You can find out in one of two ways:
 - 1. Ask the defense lawyer who represented you in juvenile court. If you cannot remember who represented you, call the Alameda County Public Defender's Office, Juvenile Unit at (510) 667-4496.
 - 2. Visit the Juvenile Court Clerk's Office to ask if your record was sealed. You must go in person with a picture ID. The Juvenile Court Clerk's Office is located at:
Juvenile Justice Center
Clerk's Office – Second Floor
2500 Fairmont Drive
San Leandro, CA
(510) 618-1106
- If you find out that your record wasn't automatically sealed, you may still be eligible for sealing! See **Option 2, below.**

Option 2: *Was your juvenile court case dismissed **before** January 1, 2015? Or, was your record not automatically sealed for some reason?*

- **Step One. Do you must meet all of the following minimum criteria?**¹
 - Currently over age 18 OR at least 5 years have passed since your juvenile case ended;
 - No longer on juvenile probation; AND
 - No convictions for any adult felony OR any adult misdemeanor "involving moral turpitude."²
- **Step Two. If so, apply for sealing.**
 - Fill out this application: [jv595](#). More details about this form are available at [jv595info](#). It's ok if you don't have all the information, but you should try to include as much information as you can – especially regarding any and all law enforcement agencies you've had contact with. *If you can't access the form online, you can also get the form from the Alameda County Probation Department.*
 - Once you complete the form, mail it or deliver it in person to:

¹ Note that your application for sealing may still be denied, even if you meet all of these criteria; if your application is denied, you should seek legal help ASAP.

² If you have both an adult record and a juvenile record, address your adult record **before** trying to seal your juvenile record.

Juvenile Justice Center
Attn: Probation Record Sealing Clerk
2500 Fairmont Drive
Room C1055
San Leandro, CA 94578
(510) 667-4970

- **Step Three. Wait for a letter from probation and prepare for your court date.**
 - It may take several months for the probation department to process your application.
 - Probation will send you letter with a court date and will let you know if there are any problems with your request. *If there is a problem or an objection to your sealing request, you should seek legal help ASAP.*
 - If possible, prepare a short letter or statement to present to the judge on your court date about why you want your record sealed and why the court should find that you have been rehabilitated. Examples of things to address:
 1. What you learned from being in court system;
 2. What you are doing now (work, school, etc.); and/or
 3. Your hopes and goals for the future.
 - If possible, gather any certificates, diplomas or any other evidence of rehabilitation to bring to your court date.
 - If you cannot appear in person for the court date, you can often appear by phone instead. If you want to appear by phone, call the Juvenile Court Clerk's Office (510-618-1106) and ask to speak to the courtroom clerk in Department 401.
- **Step Four. Appear in court at the Juvenile Justice Center (JJC) in San Leandro.**
 - You will wait in hallway until someone calls you into the courtroom. If you will be appearing by phone, be prepared to answer as soon as the court calls you.
 - The hearing should be short. The judge may ask about what you are doing now and why you want your record sealed. (See Step Three, above.)
 - If there is a problem or objection and the court won't seal your record, *ask the court for another court date and seek legal help ASAP.*

IMPORTANT NOTES ABOUT JUVENILE RECORDS

- Juvenile cases do **not** result in convictions. If a job application asks if you've ever been convicted of a crime, you can legally answer "no." **Only** adult cases result in convictions.
- The federal government can still see your juvenile court records, even after they've been sealed. If you're applying for a job with the federal government, you may have to take additional steps.
- If you've ever had an adult case, seek record remedies for your adult case **before** trying to get your juvenile record sealed.
- If you were arrested and completed a formal diversion program (like restorative justice) probation should seal your arrest record. Call the probation department to determine if your arrest record has been sealed. If not, see Option 2, above.
- Under a new law that went into effect in 2018, even serious juvenile offenses (often called "707(b)" offenses) may be eligible for sealing. **Get legal assistance to see if you qualify.**

FREE LEGAL ASSISTANCE WITH RECORD SEALING

East Bay Community Law Center - (510) 548-4040