

## Sealing your Arrest/Citation Record

Upon successful completion of the Adult Diversion Program in Weld County Colorado, you now have the option to petition to seal your record. If you so choose, it is your sole responsibility to follow the necessary steps in order to complete a petition. Do NOT expect the citation to be automatically expunged or sealed. Be sure to read all instructions to seal arrest and criminal records.

Complete the appropriate forms online or by printing physical copies. These forms are located on the State Judicial site at [www.courts.state.co.us](http://www.courts.state.co.us) and can be accessed by choosing:

**JDF 477 - Motion to Seal Criminal Justice Records Pursuant to §24-72-702.5 C.R.S.**

**JDF 478 - Order to Seal Criminal Justice Records Pursuant to §24-72-702.5 C.R.S.**

*Applies to criminal justice records where a case against a person in interest is completely dismissed, is acquitted, successfully completes a diversion agreement under §18-1.3-101, C.R.S., or the person successfully completes a deferred judgment and sentence under §18-1.3-102, C.R.S.*

You will file the paperwork with the Clerk of the Combined Courts Department located in the Centennial Center Building in the Weld County Courthouse Plaza. The filing fee is currently **\$65.00**. Keep in mind it can take anywhere from 6 weeks to 3 months for the entire process to be completed. When completing the packet, you will need the following information:

District/County Court Case Number: \_\_\_\_\_

Adult Diversion Case Number: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_

Arresting Agency Case Number: \_\_\_\_\_

Offense Date: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Intake Date for Adult Diversion Program: \_\_\_\_\_

Term Date for Adult Diversion Program: \_\_\_\_\_

If you have any questions or need assistance, you will need to contact the Clerk of the Combined Courts Department at (970) 351-7300 or (970) 475-2400