

MUNICIPAL COURT, CITY OF LONGMONT 225 Kimbark Street, Longmont, CO 80501 Phone: (303)774-4804 Facsimile: (303)774-4345 <a href="mailto:court@longmontcolorado.gov">court@longmontcolorado.gov</a>	
The City of Longmont by and on Behalf of the People of the State of Colorado, Plaintiff, v. _____, Defendant.	<b>▲ COURT USE ONLY ▲</b>
	Case Number: _____
<b>ORDER TO SEAL CRIMINAL JUSTICE RECORDS</b>	

The Court has considered Defendant's motion to seal criminal justice records pursuant to § 24-72-703 C.R.S. and has examined the record. The Court finds Defendant is eligible for relief.

Information about the Defendant:

Defendant's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Current Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**The Court ORDERS the criminal records information specifically related to and contained therein:**

- ☐ Longmont Municipal Court Case Number: \_\_\_\_\_
- ☐ Longmont Police Department Case Number: \_\_\_\_\_
- ☐ City Prosecutor's Office
- ☐ Colorado Bureau of Investigation ([cdps\\_cbi\\_ident\\_seal@state.co.us](mailto:cdps_cbi_ident_seal@state.co.us))
- ☐ Colorado Judicial Branch ([SCAOExpungementOrders@judicial.state.co.us](mailto:SCAOExpungementOrders@judicial.state.co.us))
- ☐ Other: \_\_\_\_\_

shall be sealed immediately, except for basic identifying information, and, upon inquiry in the matter, the Person of Interest and criminal justice agencies to which this Order is directed may properly reply that no such records exist with respect to such person.

☐ Upon payment of \$65.00 costs or ☐ after judicial waiver of the costs, the Court directs the above Order to the Clerk of Court to seal the criminal case listed above. The Order shall be provided, as evidenced by the attached Certificate of Service, to each custodian who may have custody of any of the records subject to this Order.

DONE AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY THE COURT

\_\_\_\_\_  
Municipal Judge

### CERTIFICATE OF SERVICE

I certify that on \_\_\_\_\_ (date) and true and accurate copy of this Order to Seal Criminal Records was served via ☐ Hand Delivery, ☐ E-filed, ☐ Faxed to this number \_\_\_\_\_ or ☐ by placing it in the United States mail, postage pre-paid, and addressed to the following:

- ☐ Longmont Municipal Court Case Number: \_\_\_\_\_
- ☐ Longmont Police Department Case Number: \_\_\_\_\_
- ☐ City Prosecutor's Office
- ☐ Colorado Bureau of Investigation ([cdps\\_cbi\\_ident\\_seal@state.co.us](mailto:cdps_cbi_ident_seal@state.co.us))
- ☐ Colorado Judicial Branch ([SCAOExpungementOrders@judicial.state.co.us](mailto:SCAOExpungementOrders@judicial.state.co.us))
- ☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Court Clerk