

# INSTRUCTIONS FOR COMPLETING THE MOTION TO SEAL RECORD OF A JUVENILE IN JUVENILE COURT

## HEADING

- a. Choose the type of court in the drop down box below the first blank. (County/Juvenile)
- b. Choose the county in the drop down box below the second blank. This is the county in which the record is located.
- c. Enter the defendant's first, middle, and last names.
- d. Enter the case number assigned to the original case..

a. IN THE  COURT OF  COUNTY, NEBRASKA b.

Choose the court Choose the county

IN THE INTEREST OF Case No.  d.

c.   
(Juvenile named in original case) A Juvenile.

**MOTION TO SEAL  
JUVENILE RECORDS**

## BODY OF THE PETITION

- i. Mark the box that correctly states your role as the defendant or as the parent/guardian of the defendant.
- ii. Enter the crime the defendant was charged with.
- iii. Enter the date of the charge.
- iv. check the box that correctly completes the statement.

i. I am the:  
 defendant  
 parent/guardian of the defendant  
in the above-listed case.

iii. 1. The defendant was charged with  on  ii.  
(crime charged)  
  
(date of charge)

iii.  The defendant is 19 or over.  More than 6 months have passed since the case was closed.

## SIGNATURE

- a. Sign your name.
- b. Enter the date you are signing the form.
- c. Print your first, middle, and last names.
- d. Enter your street address.
- e. Enter the city, state, and ZIP code where you live.
- f. Enter your telephone number, including the area code.
- g. Enter your email address if any.
- h. Carefully read the statement.
  - i. Check the box if you do not have the ability to receive emails.
  - ii. You must give the reason you don't have the ability to receive emails on the line provided.

a. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ b.

c. of Juvenile or Parent/Guardian of the Juvenile

Printed Name: \_\_\_\_\_

d. of Requesting Party

e. Street Address/P.O. Box: \_\_\_\_\_

f. City/State/ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

g. \*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: \_\_\_\_\_

ii. \_\_\_\_\_