

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

No.: 1413
Issued: 1/24/2018
Post Until: 2/24/2018

DIRECTIVE

SUBJECT: JUVENILE – SEALING RECORDS

(This Directive supersedes Section 603 of the Juvenile Manual)

The purpose of this Directive is to provide guidelines for completing the sealing process for Juvenile records under Welfare and Institutions Code (WIC) Sections 781, 786 and 786.5.

Legal Basis

WIC Section 781 - requires that a petition be filed with the Juvenile Court to request the sealing of a juvenile record. The minor or representative is responsible for making the request to the Probation Department.

WIC Section 786 - if the Court finds the minor has satisfactorily completed an informal program of supervision pursuant to WIC Section 654.2, Probation under WIC Section 725 or a term of probation for any offense, the Court shall order the petition dismissed and the record sealed. The Court may include an order to seal or dismiss any prior petition(s) that has/have been filed or sustained and appear to the satisfaction of the Court to meet the sealing and dismissal criteria. A Court shall not seal a record or dismiss a petition pursuant to this Section if the petition was sustained based on the commission of an offense listed in subdivision (b) of WIC Section 707 that was committed when the minor was 14 years of age or older unless the finding on that offense was dismissed or was reduced to a lesser offense that is not listed in subdivision (b) of WIC Section 707.

WIC Section 786.5 - requires the Probation Department to seal the arrest and other records relating to a juvenile's arrest or referral upon successful completion of diversion or informal supervision pursuant to WIC Section 654.

WIC SECTION 781

Legal Requirements:

A petition may be filed with the Juvenile Court for sealing of a juvenile record if the minor:

- Has been cited to appear before a probation officer or
- Is taken before a probation officer or any law enforcement officer or
- Has had a petition filed pursuant to WIC Section 601 or 602 to adjudge the minor a ward of the Juvenile Court or
- Committed an offense listed in subdivision (b) of Section 707 after attaining 14 years of age which resulted in a Division of Juvenile Justice (DJJ) disposition that has been completed along with the subsequent term of probation supervision or
- Committed an offense listed in subdivision (b) of Section 707 after attaining 14 years of age and completed the term of probation supervision related to the offense

When filing a petition to seal, one (1) of the following must have occurred:

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- Five (5) years have passed since Juvenile Court jurisdiction was terminated
- Five (5) years have passed since the minor was cited to appear before the probation officer, if no petition was filed in the Juvenile Court
- Minor has attained 18 years of age
- Minor has attained 21 years of age after release from DJJ and completion of subsequent probation supervision

The application for a petition to seal records must be submitted to the Probation Department in the county where the minor was placed on probation or where the juvenile record occurred (See Juvenile Sealing Request Locations – Probation Offices – **Attachment A**). Juvenile records include any arrest records, records in the custody of the Juvenile Court, Probation Officer, or any agency, including law enforcement agencies.

WIC SECTION 786

The Court shall order the petition dismissed and the record sealed if the Court finds the following have been satisfactorily completed:

- An informal program of supervision pursuant to WIC Section 654.2
- Probation under WIC Section 725
- A term of probation for any offense, excluding a sustained petition based on the commission of an offense listed in subdivision (b) of Section 707 that was committed when the individual was 14 years of age or older unless the finding on that offense was dismissed or was reduced to a lesser offense that is not listed in subdivision (b) of Section 707.

The Court may include an order to seal or dismiss any prior petition(s) that has/have been filed or sustained and appear to the satisfaction of the Court to meet the sealing and dismissal criteria.

Regarding DPO and Clerical Support Staff responsibilities, a Juvenile Field - Sealing Matrix (summary of staff responsibilities – **Attachment B**) is attached for reference.

DPO of Record Responsibilities:

1. **When the Court seals a record under WIC Section 786, upon receipt of the minute order, the DPO of Record shall:**
 - Send a copy of the **JV-596-INFO** (Sealing of Records for Satisfactory Completion of Probation – **Attachment C**) form via US mail to the minor within **ten (10) working days** of minute order receipt and prior to submitting PDJ file to SDPO for submission to clerical for processing
 - Document in **PCMS>Case Notes>Sealings>Info Provided (JV-596 INFO)** that the form was mailed to the minor (via US mail):
 - On _____ (date), DPO mailed minor the JV-596-INFO (Sealing of Records for Satisfactory Completion of Probation) Form

2. When recommending termination/dismissal, the DPO of Record shall provide minor with the following:

- **JV-595-INFO** (How to Ask the Court to Seal Your Records – **Attachment D**)
- **Juvenile Court – Application to Seal Records** (Prob. 1641, Rev. 11/17 – **Attachment E**)
- Document in **PCMS>Case Note>Sealings>Info Provided (JV-595 INFO/Application)** that the two (2) forms were provided to the minor during an in-person contact when discussing the submission of a report recommending termination:
 - On _____ (date and time), DPO provided the JV-595-INFO (How to Ask the Court to Seal Your Records) and Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17) to minor at (location of in-person contact – e.g. _____ Area Office, _____ High School, Minor’s home, etc.)

3. When the Court does not seal the record under WIC Section 786 upon case termination/dismissal, the DPO of Record shall:

- Send a copy of the JV-595-INFO (How to Ask the Court to Seal Your Records) and Juvenile Court – Application to Seal Records forms via US mail to the minor within **ten (10) working days** of minute order receipt and prior to submitting file to SDPO for transfer to Closed files
- Document in **PCMS>Case Notes>Sealings>Information Provided (JV-595/Application)** that the two (2) Forms were mailed to the minor (via US mail):
 - On _____ (date), DPO mailed minor the JV-595-INFO (How to Ask the Court to Seal Your Records) and Juvenile Court – Application to Seal Records

WIC SECTION 786.5 SEALING (Effective 1/1/18)

Within 60 days of the determination of satisfactory completion or unsatisfactory completion of a program of informal supervision pursuant to WIC Section 654:

Note: Satisfactory completion of the program of supervision or diversion shall be defined for purposes of this Section as substantial compliance by the participant with the reasonable terms of program participation that are within the capacity of the participant to perform. A determination of satisfactory or unsatisfactory completion shall be made by the Probation Department within 60 days of completion of the program by the minor, or if the minor does not complete the program, within 60 days of determining that the program has not been completed by the minor.

DPO of Record Responsibilities:

4. When sealing records for non-Court WIC 654 supervision minors:

- Determine satisfactory completion (substantial compliance by the participant with the reasonable terms of program participation that are within the capacity of the participant to perform, which resulted in the Probation disposition of “Close” at the end of the six month time period) or unsatisfactory completion (non-compliance *which resulted in the Probation*

disposition of “DA” – send to DA for filing consideration within WIC 654 timelines or new law enforcement arrest – either WIC 653.5 or 652) within 60 days of completion or determining that the minor has not completed the supervision program

- Notify the minor in writing, utilizing **Notification of Record Sealing/Satisfactory Completion of Informal Probation** (Prob. 1642, Rev. 12/17 – **Attachment F**) or **Notification of Record Sealing/Unsatisfactory Completion of Informal Probation** (Prob.1643, Rev. 12/17 – **Attachment G**) letter, that his/her record will be sealed, or if not, the reason the record will not be sealed
 - Document that the Notification of Record Sealing Satisfactory or Unsatisfactory Completion of Informal Probation letter mailed to the minor (via US mail) in:
 - **PCMS>Case Notes>Sealing>Info Provided (Notice of Satisfactory Completion)**
 - On _____ (date), DPO mailed minor the Notification of Record Sealing Satisfactory Completion of Informal Probation
 - or
 - **PCMS>Case Notes>Sealing> Info Provided (Notice of Unsatisfactory Completion)**
 - On _____ (date), DPO mailed minor the Notification of Record Sealing Unsatisfactory Completion of Informal Probation
- **For cases with satisfactory completion of Informal Probation only:** Notify any/all agencies to which the minor has been referred for services, to seal any records relating to the arrest, referral and participation in the program. Utilize **Agency Notice to Seal Records** letter (Prob. 1644, Rev.12/17 – **Attachment H**)
 - Document in **PCMS>Case Notes>Sealing>Info Provided (Agency Notice)** that the Agency Notice to Seal Records form was mailed to the agency/agencies:
 - On _____ (date), DPO mailed the Agency Notice to Seal Records form to the following agency/agencies: _____ (List name/names of agencies)
- Scan/email copies of the Notification of Record Sealing Satisfactory of Informal Probation letter and the Agency Notice to Seal Records letters to the Juvenile Sealing Unit at Prob.JuvenileSealings@probation.lacounty.gov, with a copy to the SDPO, within 60 days of satisfactory completion; include as the subject line: **“WIC Section 786.5 Sealing Request”** and email:

“Please seal record for non-court WIC 654 minor _____ (name), _____ PDJ No. and see attached copies of letters.”
- Place copies of letters (Notification of Record Sealing Satisfactory or Unsatisfactory Completion of Informal Probation and Agency Notice to Seal Records) in PDJ file

Juvenile Officer of the Day (OD) Responsibilities:

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5. **If a former ward or non-ward** (includes those youth with arrest records not referred to Probation, WIC 652 investigations where the Probation disposition was “Close” or non-Court WIC 654 cases closed prior to January 1, 2018) **walks into a Probation Area Office to complete or with a completed Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17) form:**

- Meet with the former ward or non-ward (if not sealed under WIC Section 786) and provide the following (if not already completed):
 - JV-595-INFO (How to Ask the Court to Seal Your Records)
 - Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17)
- Request he/she to complete the bolded section and sign the Juvenile Court - Application to Seal Juvenile Records
- Verify identification (e.g. Driver’s License, State Identification Card, School Identification, etc.), run systems record check (e.g. Juvenile Automated Index/JAI and/or Probation Case Management System/PCMS) and query former youth regarding record (e.g. mother’s name, to verify correct identity); fill in PDJ No.
- Photocopy identification card and attach to Juvenile Court - Application to Seal Records Form and check “verify” next to “Driver’s License Number/Identification” on the Form
- Scan/email to Juvenile Sealings Unit (Prob.JuvenileSealings@probation.lacounty.gov); with a copy to the SDPO; include as subject line: “Juvenile Court - Application to Seal Juvenile Records - _____” (Name of former ward)
- Mail original to:

Juvenile Sealings Unit
Probation Headquarters
9150 East Imperial Highway
Downey, CA 90242
Attn: Juvenile Sealings Unit SDPO

- Include completed (lime green) Transmittal Notice on top of packet
- Document in ***PCMS>Case Notes>Sealing>Information Provided (JV-595/Application)*** that the former ward submitted the application during an in-person contact:
 - “On _____ (date), DPO provided the JV-595-INFO (How to Ask the Court to Seal Your Records and Juvenile Court – Application to Seal Records to the former ward at _____ Area Office; verified identification through _____ (type of ID) and systems record check in _____ (JAI and/or PCMS), inserted PDJ No. and scan/emailed the Application to the Juvenile Sealings Unit.

Clerical Support Staff Responsibilities:

1. **If a former ward walks into a Probation Work Location (Area Office) requesting sealing information**

- Provide former ward with the following:
 - JV-595-INFO (How to Ask the Court to Seal Your Records)
 - Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17)

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2. If a former ward walks into a Probation Area Office and would like to complete a Request to Seal Juvenile Records or with a completed Juvenile Court – Application to Seal Records:

- Contact the Juvenile Officer of the Day to meet with the former ward

3. Retain one (1) copy of the following forms in the Juvenile Case (PDJ) File (Dir. No. 1148, Issued 10/24/07) for minors who completed informal supervision pursuant to WIC Section 654 only:

- Notification of Record Sealing Satisfactory Completion of Informal Probation (Prob. 1642, Rev. 12/17)
- Notification of Record Sealing Unsatisfactory Completion of Informal Probation (Prob. 1643, Rev. 12/17)
- Agency Notice to Seal Records form (Prob. 1644, Rev. 12/17)

Sealing Unit DPO Responsibilities:

For WIC Sections 781 and 786 Sealings:

- Prepare the **Juvenile Court - Application to Seal Records** (Petition - Prob. 1641, Rev. 11/17)
- Conduct an investigation under WIC Section 781 and compile a list of cases and contact addresses for every agency or person that the Department knows has a record of the former ward and non-ward's case, including the date of each offense, case number(s) and dates when each case was closed – to attach to the sealing Juvenile Court – Application to Seal Records (Petition)
- Prepare a **Juvenile Record Sealing Court Report** (Prob. 1429, Rev. 12/17 – **Attachment I**), with an eligibility recommendation within 90 days from receipt of the application if only the records of the investigating county will be reviewed or within 180 days from receipt of the application if records of other counties will be reviewed:
 - Submit **Set-On Slip** (Prob. 981, Rev. 2/05) and report to Superior Court Clerk's office where Juvenile case was last heard
 - If not filed in Court, submit to location where arresting agency would have submitted for filing with the District Attorney's Office (**District Attorney, Law Enforcement Agency and Sorting Area Office – Attachment J**)
 - File a copy of **Set-On Slip** and report, pending response from Superior Court with Court date
 - If no response is received in 45 days, contact the Court Clerk
 - Upon receipt of Court date, file under date pending Court's decision
 - Process Sealing minute order when received from Court
- If a non-ward's records have been sealed under WIC Section 786, mail a JV-596-INFO (Sealing of Records for Satisfactory Completion of Probation) form and a copy of the sealing order to the non-ward at the residence address on the Application; document in **PCMS>Case Notes>Sealing>Info Provided (JV-596 INFO/Sealing Order)** that the former ward submitted the application during an in-person contact:

- “On _____ (date), DPO mailed the JV-596-INFO (Sealing of Records for Satisfactory Completion of Probation) and sealing order to minor’s residence.”

Sealing Unit SDPO Responsibilities:

- Read and approve **Juvenile Record Sealing Court Report** (Prob. 1429, Rev. 12/17)

With the implementation of PEDMS 2.0, the applicable forms are available as follows:

Probnet>Probation Systems>PEDMS>PEDMS Login>Download Templates>Forms

- Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17 – **Attachment E**)

Probnet>Probation Systems>PEDMS>PEDMS Login>Download Templates>Other

- Juvenile Sealing Request Locations (Probation Offices – **Attachment A**)
- Juvenile Field - Sealing Matrix (**Attachment B**)
- JV-596-INFO (Sealing of Records for Satisfactory Completion of Probation – **Attachment C**)
- JV-595-INFO (How to Ask the Court to Seal Your Records – **Attachment D**)
- District Attorney, Law Enforcement Agency and Sorting Area Office (**Attachment J**)

Probnet>Probation Systems>PEDMS>PEDMS Login>Download Templates>Letter

- Notification of Record Sealing/Satisfactory Completion of Informal Probation (Prob. 1642, Rev. 12/17 – **Attachment F**)
- Notification of Record Sealing/Unsatisfactory Completion of Informal Probation (Prob. 1643, Rev. 12/17 – **Attachment G**)
- Agency Notice to Seal Records (Prob. 1644, Rev. 12/17 – **Attachment H**)

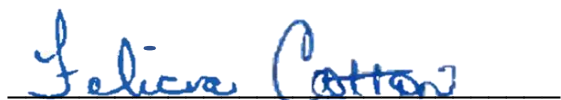
Probnet>Probation Systems>PEDMS>PEDMS Login>Download Templates>Court Report

- Juvenile Record Sealing Court Report (Prob. 1429, Rev. 12/17 – **Attachment I**)

Probation.lacounty.gov>Request to Seal Juvenile Records

- JV-596-INFO (Sealing of Records for Satisfactory Completion of Probation – **Attachment C**)
- JV-595-INFO (How to Ask the Court to Seal Your Records – **Attachment D**)
- Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17 – **Attachment E**)

Questions regarding this Directive should be directed to the Juvenile Consultant at (562) 940-2533.



Felicia Cotton, Deputy Chief
Juvenile Field District Services Bureaus

**County of Los Angeles Probation Department
Juvenile Sealing Request Locations (Probation Offices)**

Antelope Valley Juvenile 43917 Division Street Lancaster, CA 93535 Parking: Free parking at the south side of the building	Harbor Area Office 3221 Torrance Blvd. Torrance, CA 90503 Parking: Free 2 Hour parking available in public lot, west of the building
Centinela Area Office 1330 W. Imperial Highway Los Angeles, CA 90044 Parking: Free Parking in lot adjacent to the building	Northeast Juvenile Justice Center 1601 Eastlake Ave. Los Angeles, CA 90033 Parking: Street/metered parking available
Crenshaw Area Office 3606 W. Exposition Blvd. Los Angeles, CA 90016 Parking: Free gated parking for visitors on the west side of the building (facing Exposition Blvd.)	Pomona Valley Area Office 1660 W. Mission Blvd. Pomona, CA 91766 Parking: Free Parking in lot adjacent to the building
East Los Angeles Office 4849 Civic Center Way Los Angeles, CA 90022 Parking: Free parking is available in the garage east of building	Rio Hondo Area Office 8240 S. Broadway Whittier, CA 90606 Parking: Free parking in lot adjacent to the building
Firestone Area Office 8526 S. Grape ST. Los Angeles, CA 90001 Parking: Street parking available	San Gabriel Valley Area Office 11234 E. Valley Blvd., Suite 302 El Monte, CA 91731 Parking: Parking is available for a fee in the parking structure adjacent to the courthouse
Foothill Area Office 300 E. Walnut St. Room 200 Pasadena, CA 91101 Parking: Parking is available for a fee in the parking structure located at 240 E. Ramona St. Pasadena, Ca. 91101 (corner of Marengo Ave. and Ramona St.- one block south and one block west of the Courthouse)	Santa Monica Area Office 1725 Main St. Santa Monica, CA 90401 Parking: Parking is available for a fee in the open lot (between the Civic Center & Courthouse), or the 4th Street parking structure (entry is off Civic Center, on Avenida Mazatlan)

**County of Los Angeles Probation Department
Juvenile Sealing Request Locations (Probation Offices)**

South Central Area Office 200 W. Compton Blvd., Suite 300 Compton, CA 90220 Parking: Parking is available for a fee in the parking structure south of the courthouse	Van Nuys Juvenile Area Office (Zev Yaroslavsky Family Support Center) 7555 Van Nuys Blvd. Van Nuys, CA 91405 Parking: Free parking in the structure located in the rear of the building, entrances to the structure off Van Nuys Blvd. and Saticoy Street
Valencia Sub-Office 23759 Valencia Blvd. Valencia, CA 91355 Parking: Free parking is available in the lot adjacent to the building, enter from Valencia Blvd.	MAIL- IN LOCATION: Los Angeles County Probation 9150 E. Imperial Hwy. Downey, CA 90242 ATTN: Juvenile Sealing Unit

Juvenile Field - Sealing Matrix

Sealing Under WIC 781/786, & 786.5 (Non-Court Cases)

Action	JV 595-INFO	Application to Seal Records (#rob. 1641)	JV 596-INFO	Review Paperwork	Notify Youth of Sealing Decision	Notify CBO/ Agency of Successful Completion	Forward completed packet to Juvenile Sealing Unit	PCMS Entry
Responsible Party	OD/Clerical/DPO of Record	OD/Clerical/DPO of Record	DPO of Record	OD/DPO of Record	DPO of Record	DPO of Record	OD/DPO of Record	OD/DPO of Record
Youth walks into Area Office Requesting Sealing Information	X	X						
Youth walks into Area Office with Completed Sealing Paperwork				X			X	X
Youth walks in needing assistance with completing their Sealing Paperwork	X	X		X			X	X
DPO receives Termination Minute Order reflecting WIC 786 Sealing			X					X
DPO receives Minute Order reflecting Termination without Sealing	X	X						X
DPO submits report recommending termination/dismissal	X	X						X
DPO concludes non-court WIC 654 Successful Completion					X	X	X	X
DPO concludes non-court WIC 654 Unsuccessful Completion					X			X

JV-596-INFO Sealing of Records for Satisfactory Completion of Probation

In many cases, the court will seal your juvenile records if you satisfactorily complete probation (formal or informal supervision).

If your case is terminated by the juvenile court after January 1, 2015, because you satisfactorily completed your probation (formal or informal), in many cases the court will have dismissed the petition(s) and sealed your records. If the court sealed your records for this reason, you should have received a copy of the sealing order with this form.

If the court finds you have not satisfactorily completed your probation, it will not dismiss your case and will not seal your records at termination. If you want to have your records sealed in this situation, you will need to ask the court to seal your records at a later date (see form JV-595-INFO for information about asking the court to seal your records).

The court will not seal your records if you were found to have committed an offense listed in Welfare and Institutions Code section 707 (b) (these are violent offenses such as murder, rape, or kidnapping, and also some offenses involving drugs or weapons) when you were 14 or older and it was not dismissed or reduced to a lesser offense not listed in 707 (b).

How will the court decide if probation is satisfactorily completed?

If you have done what you were ordered to do while on probation, and have not been found to have committed any further crimes (felonies or any misdemeanors for crimes involving moral turpitude, such as a sex crime or a crime involving dishonesty), the court will find that your probation was satisfactorily completed even if you still owe restitution, court ordered fees, and fines, **BUT...**

Restitution and court fines and fees must still be paid.

Even if your records are sealed, you must still pay your restitution and court-ordered fees and fines. Your sealed records can be looked at to enforce those orders.

Which records will be sealed?

The court will order your court, probation, Department of Justice, and law enforcement agency records sealed for the case the court is closing and if the court determines you are eligible for earlier cases. If you or your attorney ask the court, it can also seal records of other agencies (such as the District Attorney) if it finds that doing so would help you to be rehabilitated.

If you have more than one juvenile case and are unsure which records were sealed, ask your attorney or probation officer.

Who can see your sealed records?

- If your records were sealed by the court at termination, the prosecutor and others can look at your record to determine if you are eligible to participate in a deferred entry of judgment or informal supervision program.
- If you apply for benefits as a nonminor dependent, the court may see your records.
- If a new petition is filed against you for a felony offense, probation can look at what programs you were in but cannot use that information to keep you in juvenile hall or to punish you.
- If the juvenile court finds you have committed a felony, your sealed records can be viewed to decide what disposition (sentence) the court should order.
- If you are arrested for a new offense and the prosecuting attorney asks the court to transfer you to adult court, your record can be reviewed to decide if transfer is appropriate.
- If you are in foster care, child welfare can look at your records to determine where you should live and what services you need.
- If you want to see your records or allow someone else to see them, you can ask the court to unseal them.

NOTE: Even if someone looks at your records in one of these situations, your records will stay sealed and you do not need to ask the court to seal them again.

Do you have to report the offenses in the sealed records on job, school, or other applications?

No. Once your records are sealed, the law treats those offenses as if they did not occur and you do not need to report them. **However**, the military and some federal agencies may not recognize sealing of records and may be aware of your juvenile justice history, even if your records are sealed. If you want to enlist in the military or apply for a job that asks you to provide information about your juvenile records, seek legal advice about this issue.

Can employers see your records if they are not sealed?

Juvenile records are not allowed to be disclosed to most employers, and employers are not allowed to ask about or consider your juvenile history in most cases. There are exceptions to this rule if you are applying to be a peace officer or to work in health settings. Also, federal employers may still have access to your juvenile history. You should seek legal advice if you have questions of what an employer can ask of you.

JV-595-INFO How to Ask the Court to Seal Your Records

If you were arrested or subject to a court proceeding or had contact with the juvenile justice system when you were under 18, there may be records kept by courts, police, schools, or other public agencies about what you did. If you make those records **private** (sealed), it could be easier for you to:

- Find a job.
- Get a driver's license.
- Get a loan.
- Rent an apartment.
- Go to college.

If the court sealed your records when probation was terminated, you do not need to ask for them to be sealed.

There are now two ways that records may be sealed in California. As of January 1, 2015, courts are required to seal records in certain cases when the court finds that probation (formal or informal) is satisfactorily completed. If the court sealed all of your records at the end of your case, you should have received a copy of the sealing order, and you do not need to ask the court to seal the records in that sealing order.

For more information about when the court seals your records at termination of probation, see form **JV-596-INFO**.

If you have more than one juvenile case or contact and/or are unsure if your records were sealed by the court, ask your attorney or probation officer.

Who qualifies to ask the court to seal their juvenile records?

If the court has not already sealed your records, you can ask the court to make that order. You qualify if:

- You are at least **18** or it has been at least five years since your case was closed; and
- You have been rehabilitated to the satisfaction of the court.

What if you owe restitution or fines?

The court may seal your records even if you have not paid your full restitution order to the victim.

The court will not consider outstanding fines and court ordered fees when deciding whether to seal your records, but you are still required to pay the restitution, fines, and fees, and your records can be looked at to enforce those orders.

When do you *not* qualify to seal your records?

- If you were convicted as an adult of an offense involving moral turpitude, such as:
 - A sex or serious drug crime;
 - Murder or other violent crime; or
 - Forgery, welfare fraud, or other crime of dishonesty.
- If, when you were 14 or older and the court found that you committed a serious offense listed in Welfare and Institutions Code section 707(b), such as murder, arson, rape, or other violent crime, as well as some offenses involving drugs or weapons, unless the court has dismissed that petition.

If you are unsure if you are eligible, ask your attorney.

Who can see your sealed records?

- DMV can see your vehicle and traffic records and share them with insurance companies.
- The court may see your records if you are a witness or involved in a defamation case.
- If you apply for benefits as a nonminor dependent, the court may see your records.
- You can request the court to unseal your records if you want to have access to them or allow someone else to inspect them.

Can employers see your records if they are not sealed?

Juvenile records are not allowed to be disclosed to most employers, and employers are not allowed to ask about or consider your juvenile history in most cases. There are exceptions to this rule if you are applying to be a peace officer or to work in health settings. Also, federal employers may still have access to your juvenile history. You should seek legal advice if you have questions of what an employer can ask of you.

How do you ask to have your records sealed?

- ① You must fill out a court form. Form JV-595, *Request to Seal Juvenile Records*, at www.courts.ca.gov/forms.htm, can be used, or your court may have a local form.



JV-595-INFO How to Ask the Court to Seal Your Records

- ② When you file your petition, the probation department will compile a list of every law enforcement agency, entity, or person the probation department knows has a record of your case, as well as a list of any prior contacts with law enforcement, or probation and attach it to your petition.
- ③ If you think there are agencies that might have records on you that were never sent to probation, you need to include them, or the court will not know to seal them.

If you are not sure what contacts you might have had with law enforcement, you can get your criminal history record from the Department of Justice. See <http://oag.ca.gov/fingerprints/security> for more information.

- ④ Take your completed form to the probation department where you were on probation. (If you were not on probation, take your form to any county probation office where you have a juvenile record.) Note: A small number of counties require you to take your form to the court. More information on each county's specific requirements is available at www.courts.ca.gov/28120.htm.
- ⑤ If you are currently 26 years of age or older, you may have to pay a fee. If you cannot afford the fee, ask the probation department or the court about a fee waiver.
- ⑥ Probation will review your form and submit it to the court within 90 days, or 180 days if you have records in two or more counties.
- ⑦ The court will review your application. The court may decide right away to seal your juvenile records. Or the court may order a hearing. If there is a hearing, you will receive a notice in the mail with the date and time of the hearing. If the notice says your hearing is "unopposed" (meaning there is no disagreement with your request), you may choose not to go.

- ⑧ If you qualify to have your juvenile records sealed, the court will make an order to seal the eligible records listed on your application.
Important! The court can seal only records it knows about. Make sure you list *all* records from *all* counties where you have any records. The court will tell you if it does not seal records from another court that were listed on your petition, and you will need to file a petition in that county to seal those records.
- ⑨ If the court grants your request, it will order each agency, entity, or person on your list to seal your records. The court will also order the records destroyed by a certain date.
- ⑩ The court will provide you with a copy of its order. Be sure to keep it in a safe place.

What about sex offender registration? (Penal Code, § 290)

If the court seals a record that required you to register as a sex offender, the order will say you do not have to continue to register.

If your records are sealed, do you have to report the offenses in the sealed records on job, school, or other applications?

No. Once your records are sealed, the law treats those offenses as if they did not occur and you do not need to report them. However, the military and some federal agencies may not recognize sealing of records and may be aware of your juvenile justice history, even if your records are sealed. If you are seeking to enlist in the military or apply for a job requiring you to provide information about your juvenile records, seek legal advice about this issue.

Questions?

If you are not sure if you qualify to seal your records or if you have other questions, talk to a lawyer. The court is not allowed to give you legal advice. More information about sealing your records can be found at www.courts.ca.gov/28120.htm.

**County of Los Angeles Probation Department
Juvenile Court – Application to Seal Records**

IN THE MATTER OF	COURT #	JAI #
	REQUEST TO SEAL JUVENILE RECORDS (Section 389 and 781 Welfare and Institutions Code)	
Petitioner		

NAME OF ATTORNEY/AGENT REPRESENTING MINOR:

MINOR'S NAME:		SEX:	AGE:	BIRTHPLACE:	BIRTHDATE:
ADDRESS:			CITY:	STATE:	ZIP:
HEIGHT:	WEIGHT:	MOTHER'S FIRST AND LAST (MAIDEN) NAME:		DRIVER'S LICENSE NUMBER:	
DAYTIME TELEPHONE NUMBER:		PDJ:		WILL REACH OF 38 ON:	

Petitioner requests that an order be made sealing all records, papers, exhibits in petitioner's case in the custody of the juvenile court, including the juvenile court record, case management/automated entries, and other records relating to the case in the custody of all agencies and officials name herein

INCIDENT NO	DATE	ARRESTING AGENCY	VIOLATION(S)	DISPOSITION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Are there any civil lawsuits pending directly relating to or arising from the criminal act that caused your juvenile records to be created? ☐ YES ☐ NO

Date: _____

**SIGNATURE OF PETITIONER OR AGENT
(IF AGENT, STATE RELATIONSHIP TO PETITIONER)**



TERRI L. McDONALD
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

Enter your Address
Your Phone Number



Notice of Record Sealing Satisfactory Completion of Informal Probation

Date: XX/XX/XXXX

To: XXXXX
XXXXX
XXXXX

RE: Notice of Record Sealing Pursuant to Welfare and Institutions Code (WIC)
Section 786.5

The Probation Department has determined that minor _____ (last name, first name) , _____ (Date of Birth) has satisfactorily completed the program of informal supervision pursuant to WIC 654. As a result, WIC 786.5, requires the Probation Department to seal the arrest and other records in its custody relating to the arrest or referral and participation in the supervision program.

Your records have been sealed and as further required by law (WIC Section 786.5), the agency operating the diversion program to which you were referred has been notified to seal the records in their custody as well.

Pursuant to WIC Section 786.5, the arrest or offense giving rise to the person's participation in the program shall be deemed not to have occurred and the individual may respond accordingly to any inquiry, application, or process in which disclosure of this information is requested or sought.

Please contact the undersigned if you have any questions or concerns.

Sincerely,

_____, Deputy Probation Officer

Telephone: (XXX) XXX-XXXX



TERRI L. McDONALD
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

Enter your Address
Your Phone Number



Notice of Record Sealing Unsatisfactory Completion of Informal Probation

Date: XX/XX/XXXX

To: XXXXX
XXXXX
XXXXX

RE: Notice of Record Sealing Pursuant to Welfare and Institutions Code (WIC)
Section 786.5

The Probation Department has determined that minor _____ (last name, first name) , _____ (Date of birth) has not satisfactorily completed the program of informal supervision pursuant to WIC Section 654. As required by law (WIC Section 786.5), you are hereby notified that your record will not be sealed. This determination was based on the following:

- ☐ Non-compliance
- ☐ New Law Enforcement Contact

Pursuant to WIC Section 786.5, you may petition the juvenile court for review of this decision in a hearing in which you may seek to demonstrate, and the court may determine that you have met the satisfactory completion requirement and are eligible for the sealing of your records by the Probation Department and the program to which you were referred.

Enclosed is the JV-595-INFO, How to Ask the Court to Seal Your Records and Juvenile Court – Application to Seal Records (Prob. 1641, Rev. 11/17) which can be completed and submitted at any Los Angeles County Probation Department Area Office.

Please contact the undersigned if you have any questions or concerns.

Sincerely,

_____, Deputy Probation Officer

Telephone: (XXX) XXX-XXXX



TERRI L. McDONALD
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

Enter your Address
Your Phone Number



Agency Notice to Seal Records

Date: XX/XX/XXXX

To: XXXXX
XXXXX
XXXXX

RE: Welfare and Institutions Code (WIC) Section 786.5 Sealing Notification

Minor _____ (last name, first name), _____ (Date of birth) was referred to your agency for service. The Probation Department has determined that he/she has satisfactorily completed the program of informal supervision pursuant to WIC Section 654. As a result, WIC Section 786.5, requires the Probation Department to notify a public or private agency operating a diversion program to which the juvenile has been referred under these circumstances to seal records in the program operator's custody relating to the arrest or referral and the participation of the juvenile. The operator of the program shall promptly seal the records in its custody relating to the juvenile's arrest or referral and participation in the program.

Please contact the undersigned if you have any questions or concerns.

Sincerely,

_____, Deputy Probation Officer

Telephone: (XXX) XXX-XXXX

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES
JUVENILE COURT**

DEPT.	DATE	APP. / NON-APP.
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COURT NO.:

JAIN:

PDJ NO.:

SID NO.:

IN THE MATTER OF:

CASE NAME (LAST, FIRST, MIDDLE)		
DOB	AGE	WILL REACH AGE 38 ON

**PROBATION OFFICER'S REPORT
JUVENILE RECORD SEALING**

REASON FOR HEARING:

A PETITION HAS BEEN FILED WITH THE JUVENILE COURT TO SEAL JUVENILE RECORDS PURSUANT TO SECTION 781 OF THE WELFARE AND INSTITUTIONS CODE. THE PETITION ALLEGES THAT THE ABOVE-NAMED SUBJECT APPEARED BEFORE AN OFFICER OF THE LAW/COURT AND HAD PETITION NUMBER(S) FILED IN HIS/HER BEHALF. IN ADDITION:

- ☐ FIVE YEARS OR MORE HAVE ELAPSED SINCE THE TERMINATION OF THE JURISDICTION OF THE JUVENILE COURT.
- ☐ YOUR PETITIONER HAS REACHED THE AGE OF 18.

RECORD BUREAU CLEARANCE

☒ A CRIMINAL HISTORY RECORD CHECK OF CII ☒ JAI ☒ PCMS ☒ CCHRS ☒ DMV ☒

REVEALS THE FOLLOWING:

- ☐ NO OTHER ARRESTS.
- ☐ THE FOLLOWING ARREST(S):

JUVENILE HISTORY:**ADULT HISTORY:**

☐ **THE PETITIONER APPEARS INELIGIBLE FOR THE FOLLOWING REASONS:**☐ ADULT CRIMINAL RECORD HAS BEEN ESTABLISHED THAT SHOWS THAT PETITIONER HAS BEEN CONVICTED, AS AN ADULT, OF ANY FELONY OR OF A MISDEMEANOR INVOLVING MORAL TURPITUDE.☐ INSUFFICIENT TIME HAS ELAPSED:☐ DUE TO THE SERIOUSNESS OF THE OFFENSE FOR WHICH A PETITION WAS PREVIOUSLY SUSTAINED.☐ SINCE TERMINATION OF JURISDICTION.☐ TO PROVE REHABILITATION OF MINOR.☐ **THE PETITIONER APPEARS ELIGIBLE:****RESPECTFULLY SUBMITTED,****TERRI L. MCDONALD
CHIEF PROBATION OFFICER**BY: _____
Deputy Probation Officer

Date: _____

TELEPHONE:
DOWNEY HEADQUARTERS**READ AND APPROVED**BY: _____
Supervising Deputy Probation Officer

Date: _____

TELEPHONE:
DOWNEY HEADQUARTERS

SUBMITTED: TYPED: BY: ()

I HAVE READ AND CONSIDERED THE FOREGOING REPORT OF THE PROBATION OFFICER._____
JUDGE OF THE SUPERIOR COURT_____
DAT

District Attorney, Law Enforcement Agency and Sorting Area Office

District Attorney's Office	Law Enforcement Agency	Sorting Area Office
Antelope Valley Juvenile Office 1040 W. Ave. J., Suite 1132 Lancaster, Ca. 93534 Phone 661-945-6435 Fax 661-945-6457	Antelope Valley Transit CHP Lancaster LASD Antelope Valley LASD Palmdale	Antelope Valley 321 E. Avenue K-4 Lancaster, Ca. 93535 Phone 661-951-1501
Compton Juvenile Office 200 West Compton Blvd., Rm. 703 Compton, Ca. 90220 Phone 310-603-7462 Fax 310-635-6129	CHP So. Los Angeles Compton School Police LAPD 77th -" First Step" Cases Only LAPD Southeast LASD Carson LASD Century Station LASD Compton LASD Parks Bureau LASD Special Victims Bureau LASD Transit Service Bureau LAUSD School Police	South Central 200 West Compton Blvd., Rm. 300 Compton, Ca. 90220 Phone 310-603-7311
Eastlake Juvenile Office 1601 Eastlake Ave., Rm. M Los Angeles, Ca. 90033 Phone 323-226-8955 Fax 323-223-6248	Cal State PD CHP Central CHP East Los Angeles LAPD Central LAPD Hollenbeck LAPD Hollywood LAPD Newton LAPD Northeast LAPD Olympic LAPD Parker Center Metro Jail LAPD Rampart LAPD Southwest LAPD Wilshire LASD East Los Angeles	North East Juvenile Justice Ctr 1601 Eastlake Ave., Rm. M Los Angeles, Ca. 90033 Phone 323-226-8963
	Alhambra PD CHP Central El Monte PD LASD Crescenta LASD Temple Cty Montebello PD Monterey Pk PD Pasadena PD San Gabriel PD San Marino PD So. Pasadena PD	Foothill 300 E. Walnut St., Rm 200 Pasadena, Ca. 91101 Phone 626-356-5281

District Attorney, Law Enforcement Agency and Sorting Area Office

Inglewood Juvenile Office One Regent Street, Rm. 600 Inglewood, Ca. 90301 Phone 310-419-5255 Fax 310-674-9778	Beverly Hills PD CHP South Los Angeles CHP West Los Angeles Culver City PD El Camino PD (College) El Segundo PD Gardena PD Hawthorne PD Hermosa PD Inglewood PD	Centinela 1330 W. Imperial Hwy Los Angeles, Ca. 90044 Phone 332-241-5800
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District Attorney's Office	Law Enforcement Agency	Sorting Area Office
Inglewood Juvenile Office Cont. One Regent Street, Rm. 600 Inglewood, Ca. 90301 Phone 310-419-5255 Fax 310-674-9778	LAPD 77th - Sorting Off So. Central LAPD 77th (Basic Car areas) LAPD Airport LAPD Pacific LAPD West Los Angeles LASD Lennox Station LASD Lomita LASD Marina Del Rey LASD South Los Angeles LASD Transit Service Bureau LAUSD police/Inglewood Manhattan Beach PD Redondo Beach PD Santa Monica PD UCLA PD	Centinela Cont. 1330 W. Imperial Hwy Los Angeles, Ca. 90044 Phone 332-241-5800
Long Beach Juvenile Office 275 Magnolia Avenue, Suite 3195 Long Beach, Ca. 90802 Phone 562-247-2000 Fax 562- 491-0434	CHP South LA CSULB PD LAPD Harbor LASD Avalon LASD Hawaiian Gardens LASD Lakewood (Lakewood) LASD Transit Service Bureau LAUSD Harbor City, San Pedro LAUSD Torrance Long Beach PD Los Angeles Port Police Palos Verdes Estates PD Signal Hill Police PD Torrance PD	Long Beach 275 Magnolia Avenue, Suite 1985 Long Beach, Ca. 90802 Phone 562-247-2200

District Attorney, Law Enforcement Agency and Sorting Area Office

Los Padrinos Juvenile 7281 East Quill Drive Downey, Ca. 90242 Phone 562-940-8827 Fax 562-803-9646	Bell-Cudahy PD Bell Gardena PD Cerritos PD Downey PD Huntington Park PD LASD Lakewood (Bellflower, Paramount, and Artesia) LASD Lynwood LASD Paramount LASD Pico Rivera LASD Special Victims LAUSD Bell Gardens Maywood PD Norwalk PD South Gate PD Transit Service Bureau Vernon PD Whittier PD	Rio Hondo 8240 S. Broadway Whittier, Ca. 90606 Phone 562-908-3119
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District Attorney's Office	Law Enforcement Agency	Sorting Area Office
Pasadena Juvenile Office 215 North Marengo, Rm. 200 Pasadena, Ca. 91101 Phone 626-356-5785 Fax 626-577-5639	Arcadia PD Burbank PD Sierra Madre PD Glendale PD Monrovia PD	Foothill 300 E. Walnut St., Rm 200 Pasadena, Ca. 91101 Phone 626-356-5281
Pomona Juvenile Office 300 South Park Ave., Rm. 770 Pomona, Ca. 91766 Phone 909-868-5322 Fax 909-629-3684	Azusa PD Baldwin Park PD Baldwin Park USD CHP Ontario/Baldwin Park CHP Santa Fe Springs Claremont PD Covina PD Glendora PD Irwindale PD La Verne PD LASD City of Industry LASD San Dimas LASD Special Victims and OSS LASD Temple City (So. El Monte only) LASD Walnut Pomona PD Rowland Heights USD West Covina PD	Pomona 1660 W. Mission Blvd. Pomona, Ca. 91766 Phone 909-469-4504

**District Attorney, Law Enforcement Agency and
Sorting Area Office**

Sylmar Juvenile Office 16350 Filbert St., Rm. 370 Sylmar, Ca. 91342 Phone 818-364-2122 Fax 818-364-5448	CHP Malibu CHP Santa Clarita CSUN PD LAPD Devonshire LAPD Foothill LAPD North Hollywood LAPD Topanga LAPD Van Nuys LAPD/CHP West Valley LASD Lost Hills LASD Malibu LASD Santa Clarita LASD West Hollywood Newhall CHP San Fernando PD	Van Nuys 7555 Van Nuys Blvd. Van Nuys, Ca 91405 Phone 818-904-8000
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