

CAUSE NO. _____

IN THE MATTER OF

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IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

_____ COUNTY, TEXAS

ORDER SEALING FILES AND RECORDS

On the ____ day of _____ 200__, came on to be heard the Application for Sealing Files and Records filed in the above numbered and styled cause. The Applicant appeared in person, represented by counsel, _____ (*other parties who appeared*). All parties announced ready for trial.

WHEREUPON, the Court inquired into the merits of said Application and after reviewing the documents filed herein, and after hearing and recording the evidence, and hearing the argument of counsel, the Court is of the opinion that in the best interest and welfare of the Applicant, the Application should be granted.

IT IS ORDERED the files and records regarding the following juvenile be sealed.

Name:

D.O.B.

Sex:

Race:

SSN:

TDL:

Address:

Offense:

Date of Offense:

Location of Offense:

Cause No. of Juvenile File:

Court and County Petition Filed:

IT IS FURTHER ORDERED

1. Each agency listed in Section 9 below, with the exception of _____
(*for example schools or hospitals or any agency you do not want to completely delete all*

references to your client.) shall send to this Court all files and records relating to Applicant before the 61st day after receiving this Order.

2. Each agency listed in Section 9 below, with the exception of _____, shall delete all index references to Applicant and send to this Court a completed Agency Verification Form which is attached before the 61st day after receiving this Order.
3. Each agency or official listed in Section 9 below, with the exception of _____, shall reply upon inquiry that “**No record exists**” with respect to Applicant.
4. _____ (*for example schools or hospitals, etc.*) shall send to this Court before the 61st day after receiving this Order all files and records relating to Applicant and any delinquent conduct or conduct indicating a need for supervision as defined in Section 51.03 of the Texas Family Code.
5. _____ shall delete all index references to Applicant and any delinquent conduct or conduct indicating a need for supervision as defined in Section 51.03 of the Texas Family Code and send to this Court a completed Agency Verification Form which is attached before the 61st day after receiving this Order.
6. _____ shall reply upon inquiry that “**No record exists**” with respect to any conduct by Applicant that would be considered delinquent conduct or conduct indicating a need for supervision as defined in Section 51.03 of the Texas Family Code.
7. Any agency or official that cannot send the records or delete index references because there is incorrect or insufficient information in the Order shall notify this Court before the 61st day after receiving this Order. The Court shall notify the Applicant or his attorney before the 61st day after the date this Court receives the notice that the agency or official cannot seal the records or delete index references because there is incorrect or insufficient information in the Order.
8. The (*charging agency usually the police department*) shall contact the Federal Bureau of Investigation’s Criminal Justice Center in West Virginia requesting that they remove their records with respect to Applicant;
9. The clerk shall send a certified copy of this Order to the following:

- A. Police Department
 - B. Probation Department
 - C. District or County Attorney (prosecuting attorney)
 - D. Texas Department of Public Safety
 - E. District Clerk's Office
 - F. School(s)
 - G. Federal Bureau of Investigations
 - H. Agency granting the discharge if the final discharge was from an institution or from parole
 - I. Other (State Hospitals, Placements, Treatment Providers, Texas Youth Commission, etc.)
10. The proceeding of Cause No. JD-_____ is dismissed and it is to be treated for all purposes, other than a subsequent capital prosecution, as if it had never occurred.

Signed the _____ day of _____ 200__.

JUDGE PRESIDING