

Sealing Juvenile Court Records in Washington State

**Forms and Instructions
October 2004**

If you are low-income and live outside King County, call [CLEAR](#) at 1-888-201-1014 weekdays from 9:30 a.m. until 12:30 p.m., and Tuesdays from 3:30 p.m. until 6:15 p.m. if you need assistance with this packet.

SEALING JUVENILE COURT RECORDS
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 13.50.050(11)

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INTRODUCTION

In Washington, juvenile court records do not automatically disappear when an individual turns 18. In fact, almost all your juvenile records remain open for the public to view unless you ask a court to “seal” them. You must meet certain statutory requirements to be eligible to have your record sealed. Eligibility depends on a number of factors, including the seriousness of the juvenile offense, the amount of time that has passed since your most recent conviction, and the existence of any pending criminal matters. (See “Statutory Requirements” for details on eligibility.) If you are eligible, you must file a motion with the court to have your record sealed.

If you have been involved with the juvenile justice system, you have a juvenile court record. The juvenile court record has three components: the *official juvenile court file*, the *social file*, and *records of other juvenile justice or care agencies* involved in the case. The official juvenile court file contains petitions, motions, memoranda, briefs, findings of the court, and court orders. The social file contains the records and reports of probation counselors. The official juvenile court file is open for public inspection until sealed or expunged, but the other juvenile court records are confidential.

In addition to a juvenile court record, you have criminal history record information (CHRI) on file with the Washington State Patrol. CHRI includes information on arrests, detentions, indictments, and other formal criminal charges, as well as any disposition arising from them, such as sentences, correctional supervision, and release. It also includes identifying information, such as name, birth date, address, physical description, and fingerprints. An employer, creditor, or landlord requesting CHRI may only receive information on:

- Convictions;
- Arrests within the previous year which have not reached disposition; and
- Registered sex offenders or kidnappers.

In addition to CHRI, you may also have arrest and incident reports on file with a local law enforcement agency.

Sealed records are protected from public examination, but they do not cease to exist. Records may be re-opened for public examination if you are convicted of a juvenile offense or adult crime, or if you are charged with a felony. Expunged or destroyed records, on the other hand, can never be re-opened. Your record may be destroyed if you only have referrals for diversion, and you meet other statutory requirements. Having your record destroyed involves a different process.

PLEASE NOTE: This is not an easy process and can be frustrating. We urge you to be patient and know that even experienced attorneys can find this difficult.

STATUTORY REQUIREMENTS

To have a juvenile court record sealed, you must meet certain statutory requirements. You are eligible if you answer “no” to all of the following questions. The court may also consider other circumstances in determining whether to grant or deny your motion to seal.

	Yes	No
Are there currently any proceedings seeking a conviction against you for a juvenile offense or adult crime?		
Are there currently any proceedings seeking a diversion agreement against you?		
Have you ever been convicted of a class A felony?		
Have you ever been convicted of a sex offense?		
If you were ordered to pay restitution, do you still owe money? ¹		
If you are trying to seal records for a <i>class B felony</i> : a) Have fewer than 5 years passed since your release from confinement (which includes full-time residential treatment) or your disposition? b) Have you committed another offense or crime within those 5 years which resulted in conviction?		
If you are trying to seal records for a <i>class C felony</i> : a) Have fewer than 2 years passed since your release from confinement (which includes full-time residential treatment) or your disposition? b) Have you committed another offense or crime within those 2 years which resulted in conviction?		
If you are trying to seal records for a <i>gross misdemeanor or misdemeanor</i> : a) Have fewer than 2 years passed since your release from confinement (which includes full-time residential treatment) or your disposition? b) Have you committed another offense or crime within those 2 years which resulted in conviction?		
If you are trying to seal records for a <i>diversion agreement</i> : a) Have fewer than 2 years passed since your disposition? b) Have you committed another offense or crime within those 2 years which resulted in conviction?		

¹ If you still owe restitution to an insurance company, you may ask the court to waive all or part of the amount you owe by filing a motion in juvenile court. To get the amount reduced or waived, you must be able to show that you will not have the means to pay over the next ten years. See RCW 13.40.190(1).

THE PROCESS

1. Get a copy of your criminal history or “rapsheet” by contacting the Washington State Patrol (<https://watch.wsp.wa.gov>) and a copy of your court records by contacting the juvenile or superior court clerk’s office in each county in which an offense or crime occurred.
2. Determine whether you are eligible to have your juvenile court record sealed. (See “Statutory Requirements.”)
3. If you are eligible, complete the following documents for *each* offense you are trying to seal:
 - (a) Motion and Declaration to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)
 - (b) Order on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)
 - (c) Notice of Respondent’s Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)

One copy of each form is attached to these instructions. You may also find them at www.courts.wa.gov/forms.

4. Find out where to file your motion by calling the juvenile (or superior, if there is no juvenile court) court clerk’s office in the county in which the juvenile offense you are trying to seal occurred. Ask the office whether there is a filing fee and how much it is. Phone numbers can be found at www.courts.wa.gov/court_dir/.
5. Complete documents (a) and (b).
6. Call the appropriate clerk or hearing scheduler’s office to schedule a date, time, and judge for your hearing. The hearing will likely be set 2-4 weeks out. Complete document (c).
7. Make a copy of the entire set of documents (a) – (c). File the original set with the appropriate clerk’s office. Have the office date stamp the first page of your set of copies to show when you filed it. If there is a filing fee, submit it to the clerk.
8. Make copies of the stamped set. File one set with the appropriate prosecutor’s office. Have the office date stamp the first page of your set of copies to show when you filed it. Make sure that the person you give the documents to knows that they pertain to an upcoming hearing, and that they should be given to the prosecutor immediately. The prosecutor may decide to sign onto the order to seal your records. If s/he does, bring the signed order to the hearing and present it to the judge. If s/he refuses, call an attorney for assistance.
9. Mail one set to the appropriate county’s Juvenile Court Administrator, one to the appropriate police department of sheriff’s office, and one to the Washington State Patrol Records Division at 3000 Pacific Avenue, Suite 202, Olympia, WA 98501-8809. If you have spent time in a JRA facility (Green Hill, Maple Lane, Echo Glen, Naselle, or Camp Outlook), mail

a set to the Records Coordinator, Juvenile Rehabilitation Administration, DSHS, 14th and Jefferson Street, P.O. Box 45720, Olympia, WA 98504-5720. Also mail a set to any other agency keeping records of the offense you are trying to seal. Use certified mail and keep receipts to show when you mailed them. Be sure to keep a set of the documents for yourself.

10. The court will contact you if the judge decides to grant your motion before the matter goes to hearing and will advise you if you need to take any additional steps. Otherwise, the hearing will go forward.

11. The hearing will take place in front of the judge or commissioner who decides whether to grant or deny your motion. Someone from the prosecutor's office or another agency may also be present. The judge or commissioner may ask you, or any of the parties, questions.

12. At the hearing, do:

- Have copies of all your documents and certified mail receipts;
- Have copies of the prosecutor's agreed order with you, if applicable;
- Dress nicely;
- Arrive on time;
- Remain courteous and polite;
- Address the judge or commissioner as "your honor;" and
- Answer questions directly and honestly.

Do not:

- Eat, drink, or chew gum;
- Speak unless the judge asks you to; or
- Interrupt the judge or other parties.

13. After the judge or commissioner signs the order, you need to make sure that any agency keeping records of your offense is aware that the court has ordered them sealed. Mail a letter advising each agency (the appropriate police department or sheriff's office, the Washington State Patrol, Juvenile Rehabilitation Administration, etc.) to seal your records, along with a copy of the court order. (See "Sample Letter Advising Agency of Sealing Order.")

COMPLETING THE DOCUMENTS

Motion and Declaration to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)

Heading

1. In the box at the top left corner, write the name of the county in which the juvenile offense you are trying to seal occurred on the line above “JUVENILE COURT”.
2. Below that, write your name underneath “STATE OF WASHINGTON v.”.
3. Below that, write your birth date next to “D.O.B.:”.
4. At the top right corner, write the case number of the offense you are trying to seal next to “NO:”.

I. Motion

1. Write the date on the line next to “Dated:”.
2. Sign your name on the line above “Pro Se Respondent (sign name)”.
3. Write your name on the line above “Print name”.

II. Declaration of Respondent

1. Write your name on the line next to “I,”.
2. Write the date of the offense and name of the offense you are trying to seal.
3. If the offense you are trying to seal is a felony, check 2.2 and write the number of consecutive years you have spent in the community without committing an offense or crime resulting in conviction; if it is a gross misdemeanor or misdemeanor, check 2.3 and write the number of consecutive years you have spent in the community without committing an offense or crime resulting in conviction; if it is a diversion, check 2.4. If you are unsure, see “Classification of Felonies and Misdemeanors.”
4. Write the date on the line next to “Signed on”, followed by the city you are in.
5. Below that, sign your name; print your name; and write your address.

Order on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)

Heading: You should fill out this section the same way on each form. See instructions under document (a).

Body:

1. Check the first 2.1 box to indicate that you gave notice to the appropriate parties.
2. Write your name on the line next to “Respondent”, and check the first 2.2 box to indicate that you meet statutory requirements.
3. Check the box next to “The motion to seal records is granted and it is further ordered as follows:”.
4. Sign your name on the line above “Pro Se Respondent (sign name)”.
5. Write your name on the line above “Print name”.

Notice of Respondent's Motion to Seal Records of Juvenile Offender Pursuant to RCW
13.50.050(11)

Heading: You should fill out this section the same way on each form. See instructions under document (a).

Body:

1. Write the name of the county in which the juvenile offense you are trying to seal occurred on each of the three lines before "County Superior Court Clerk's Office," "County Prosecutor, Juvenile Division," and "County Juvenile Court Administrator".
2. Below that, write the name of the city or county police department or sheriff's office which handled the offense.
3. Below that, write the name of anyone else you think needs notice of your motion, if there are any.
4. Below that, write the date of the hearing, the time of the hearing, the county, and your name.
5. At the end of the document, write the date; sign your name, and print your name underneath.

SAMPLE LETTER ADVISING AGENCY OF SEALING ORDER

September 3, 2004

Washington State Patrol
Records Division
P.O. Box 42633
Olympia, WA 98504-2633

To Whom It May Concern:

The Superior Court of King County has ordered all Jane Smith's juvenile records related to cause number 00-0-00000-0 SEA sealed pursuant to RCW 13.50.050(11) and (12). A copy of the order is enclosed.

RCW 13.50.050(14) requires any agency in possession of sealed records keep the content of the records, as well as their existence or nonexistence, confidential.

Thank you for your cooperation in this matter.

Sincerely,

Jane Smith

Enclosure

ONCE YOUR RECORDS ARE SEALED

- Your offense and the proceedings in the case are treated as if they never occurred.
- You may say no to having committed the offense on any job, housing, or other application.
- Any agency receiving a request for your record must reply that the record is confidential, and the agency may not give out any information about its existence or nonexistence.
- Your fingerprints and any other identifying information kept by the Washington State Patrol are *not* sealed.
- Your record will be unsealed if you are subsequently convicted of a juvenile offense or adult crime, or if you are charged with an adult felony.

CLASSIFICATION OF OFFENSES

Juvenile offenses are ranked under RCW 13.40.0357 from A+ through E. The rankings correspond to adult crime categories: Offense category A equals class A felony; offense category B equals class B felony; offense category C equals class C felony; offense category D equals gross misdemeanor; and offense category E equals misdemeanor. Felonies are generally more serious than misdemeanors.

OFFENSE CATEGORY	DESCRIPTION (RCW CITATION)	CATEGORY FOR ATTEMPT, BAILJUMP, CONSPIRACY, OR SOLICITATION
Arson and Malicious Mischief		
A	Arson 1 (9A.48.020)	B+
B	Arson 2 (9A.48.030)	C
C	Reckless Burning 1 (9A.48.040)	D
D	Reckless Burning 2 (9A.48.050)	E
B	Malicious Mischief 1 (9A.48.070)	C
C	Malicious Mischief 2 (9A.48.080)	D
D	Malicious Mischief 3 (9A.48.090(2) (a) and (c))	E
E	Malicious Mischief 3 (9A.48.090(2)(b))	E
E	Tampering with Fire Alarm Apparatus (9.40.100)	E
E	Tampering with Fire Alarm Apparatus with Intent to Commit Arson (9.40.105)	E
A	Possession of Incendiary Device (9.40.120)	B+
Assault and Other Crimes Involving Physical Harm		
A	Assault 1 (9A.36.011)	B+
B+	Assault 2 (9A.36.021)	C+
C+	Assault 3 (9A.36.031)	D+
D+	Assault 4 (9A.36.041)	E
B+	Drive-By Shooting (9A.36.045)	C+
D+	Reckless Endangerment (9A.36.050)	E
C+	Promoting Suicide Attempt (9A.36.060)	D+
D+	Coercion (9A.36.070)	E
C+	Custodial Assault (9A.36.100)	D+
Burglary and Trespass		
B+	Burglary 1 (9A.52.020)	C+
B	Residential Burglary (9A.52.025)	C

B	Burglary 2 (9A.52.030)	C
D	Burglary Tools (Possession of) (9A.52.060)	E
D	Criminal Trespass 1 (9A.52.070)	E
E	Criminal Trespass 2 (9A.52.080)	E
C	Mineral Trespass (78.44.330)	C
C	Vehicle Prowling 1 (9A.52.095)	D
D	Vehicle Prowling 2 (9A.52.100)	E
Drugs		
E	Possession/Consumption of Alcohol (66.44.270)	E
C	Illegally Obtaining Legend Drug (69.41.020)	D
C+	Sale, Delivery, Possession of Legend Drug with Intent to Sell (69.41.030(2)(a))	D+
E	Possession of Legend Drug (69.41.030(2)(b))	E
B+	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Sale (69.50.401(2) (a) or (b))	B+
C	Violation of Uniform Controlled Substances Act - Nonnarcotic Sale (69.50.401(2)(c))	C
E	Possession of Marihuana <40 grams (69.50.4014)	E
C	Fraudulently Obtaining Controlled Substance (69.50.403)	C
C+	Sale of Controlled Substance for Profit (69.50.410)	C+
E	Unlawful Inhalation (9.47A.020)	E
B	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Counterfeit Substances (69.50.4011(2) (a) or (b))	B
C	Violation of Uniform Controlled Substances Act - Nonnarcotic Counterfeit Substances (69.50.4011(2) (c), (d), or (e))	C
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance (69.50.4013)	C
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance (69.50.4012)	C
Firearms and Weapons		
B	Theft of Firearm (9A.56.300)	C

B	Possession of Stolen Firearm (9A.56.310)	C
E	Carrying Loaded Pistol Without Permit (9.41.050)	E
C	Possession of Firearms by Minor (<18) (9.41.040(2)(a)(iii))	C
D+	Possession of Dangerous Weapon (9.41.250)	E
D	Intimidating Another Person by use of Weapon (9.41.270)	E
Homicide		
A+	Murder 1 (9A.32.030)	A
A+	Murder 2 (9A.32.050)	B+
B+	Manslaughter 1 (9A.32.060)	C+
C+	Manslaughter 2 (9A.32.070)	D+
B+	Vehicular Homicide (46.61.520)	C+
Kidnapping		
A	Kidnap 1 (9A.40.020)	B+
B+	Kidnap 2 (9A.40.030)	C+
C+	Unlawful Imprisonment (9A.40.040)	D+
Obstructing Governmental Operation		
D	Obstructing a Law Enforcement Officer (9A.76.020)	E
E	Resisting Arrest (9A.76.040)	E
B	Introducing Contraband 1 (9A.76.140)	C
C	Introducing Contraband 2 (9A.76.150)	D
E	Introducing Contraband 3 (9A.76.160)	E
B+	Intimidating a Public Servant (9A.76.180)	C+
B+	Intimidating a Witness (9A.72.110)	C+
Public Disturbance		
C+	Riot with Weapon (9A.84.010(2)(b))	D+
D+	Riot Without Weapon (9A.84.010(2)(a))	E
E	Failure to Disperse (9A.84.020)	E
E	Disorderly Conduct (9A.84.030)	E
Sex Crimes		
A	Rape 1 (9A.44.040)	B+
A-	Rape 2 (9A.44.050)	B+
C+	Rape 3 (9A.44.060)	D+
A-	Rape of a Child 1 (9A.44.073)	B+

B+	Rape of a Child 2 (9A.44.076)	C+
B	Incest 1 (9A.64.020(1))	C
C	Incest 2 (9A.64.020(2))	D
D+	Indecent Exposure (Victim <14) (9A.88.010)	E
E	Indecent Exposure (Victim 14 or over) (9A.88.010)	E
B+	Promoting Prostitution 1 (9A.88.070)	C+
C+	Promoting Prostitution 2 (9A.88.080)	D+
E	O & A (Prostitution) (9A.88.030)	E
B+	Indecent Liberties (9A.44.100)	C+
A-	Child Molestation 1 (9A.44.083)	B+
B	Child Molestation 2 (9A.44.086)	C+
Theft, Robbery, Extortion, and Forgery		
B	Theft 1 (9A.56.030)	C
C	Theft 2 (9A.56.040)	D
D	Theft 3 (9A.56.050)	E
B	Theft of Livestock 1 and 2 (9A.56.080 and 9A.56.083)	C
C	Forgery (9A.60.020)	D
A	Robbery 1 (9A.56.200)	B+
B+	Robbery 2 (9A.56.210)	C+
B+	Extortion 1 (9A.56.120)	C+
C+	Extortion 2 (9A.56.130)	D+
C	Identity Theft 1 (9.35.020(2))	D
D	Identity Theft 2 (9.35.020(3))	E
D	Improperly Obtaining Financial Information (9.35.010)	E
B	Possession of Stolen Property 1 (9A.56.150)	C
C	Possession of Stolen Property 2 (9A.56.160)	D
D	Possession of Stolen Property 3 (9A.56.170)	E
C	Taking Motor Vehicle Without Permission 1 and 2 (9A.56.070 and 9A.56.075)	D
Motor Vehicle Related Crimes		
E	Driving Without a License (46.20.005)	E
B+	Hit and Run - Death (46.52.020(4)(a))	C+
C	Hit and Run - Injury (46.52.020(4)(b))	D
D	Hit and Run-Attended (46.52.020(5))	E

E	Hit and Run-Unattended (46.52.010)	E
C	Vehicular Assault (46.61.522)	D
C	Attempting to Elude Pursuing Police Vehicle (46.61.024)	D
E	Reckless Driving (46.61.500)	E
D	Driving While Under the Influence (46.61.502 and 46.61.504)	E
Other		
B	Animal Cruelty 1 (16.52.205)	C
B	Bomb Threat (9.61.160)	C
C	Escape 1 (9A.76.110)	C
C	Escape 2 (9A.76.120)	C
D	Escape 3 (9A.76.130)	E
E	Obscene, Harassing, Etc., Phone Calls (9.61.230)	E
A	Other Offense Equivalent to an Adult Class A Felony	B+
B	Other Offense Equivalent to an Adult Class B Felony	C
C	Other Offense Equivalent to an Adult Class C Felony	D
D	Other Offense Equivalent to an Adult Gross Misdemeanor	E
E	Other Offense Equivalent to an Adult Misdemeanor	E
V	Violation of Order of Restitution, Community Supervision, or Confinement (13.40.200)	V

FORMS

- (a) Motion and Declaration to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)
- (b) Order on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)
- (c) Notice of Respondent's Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11)

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SUPERIOR COURT OF WASHINGTON
COUNTY OF _____
JUVENILE COURT

STATE OF WASHINGTON v.

D.O.B.: _____ Respondent.

NO:
**MOTION AND DECLARATION TO SEAL
RECORDS OF JUVENILE OFFENDER
PURSUANT TO RCW 13.50.050(11)
(MTAF)**

I. MOTION

RESPONDENT moves the court for an order sealing his or her juvenile court records. This motion is based on RCW 13.50.050(11) and (12) and the declaration of respondent.

Dated: _____
Pro Se Respondent (sign name)

Print name

II. DECLARATION OF RESPONDENT

I, _____, state as follows:

2.1. On _____ (date) I was found guilty of _____
_____ (name of offense).

2.2 Felony Conviction: Since my last date of release from confinement, including full-time residential treatment, or from the entry of disposition, I have spent _____ consecutive years in the community without committing any offense or crime that has resulted in conviction.

2.3 Misdemeanor and Gross Misdemeanor Conviction: Since my last date of release from confinement, including full-time residential treatment, or from the entry of disposition, I have spent _____ consecutive years in the community without committing any offense or crime that has resulted in conviction.

2.4 Diversion: Since completion of the Diversion Agreement, I have spent two consecutive years in the community without committing any offense or crime that subsequently resulted in conviction or diversion.

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2.5 There are no proceedings pending against me seeking the conviction of a juvenile or criminal offense.

2.6 There are no proceedings pending against me seeking the formation of a diversion agreement.

2.7 I have not been convicted of a class A felony or sex offense.

2.8 Full restitution has been paid.

2.9 I am eligible to have my records sealed under RCW 13.50.050(11) and (12) in that I have satisfied all the requirements of those statutes.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is, to the best of my knowledge, true and correct.

Signed on _____, at _____, Washington.

Signature

Print name

Address

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**SUPERIOR COURT OF WASHINGTON
COUNTY OF _____
JUVENILE COURT**

STATE OF WASHINGTON v.

NO:

**ORDER ON MOTION TO SEAL
RECORDS OF JUVENILE OFFENDER
PURSUANT TO RCW 13.50.050(11)
(ORSF)**

Respondent.

D.O.B.:

I. BASIS

THIS MATTER came on before the court on respondent's motion to seal records of juvenile offender pursuant to RCW 13.50.050(11) and (12). The court heard argument of counsel and considered the pleading submitted on the matter.

II. FINDINGS

- 2.1 Adequate notice was was not given to the appropriate parties and agencies.
- 2.2 Respondent _____ has has not satisfied the requirements of RCW 13.50.050(11) and (12).

III. ORDER

Based on the above findings, it is hereby ordered:

- The motion to seal records is denied.
- The motion to seal records is granted and it is further ordered as follows:
 1. That the order and findings in the above-entitled matter are vacated;
 2. That the official juvenile court file, the social file and all other juvenile records as specified in RCW 13.50.050(11) in the above-entitled matter are hereby sealed pursuant to RCW 13.50.050.
 3. That the proceedings in the case shall be treated as if they never occurred, and the subject of the records may reply accordingly to any inquiry about the events, records of which are sealed.
 4. That any agency in possession of such records sealed pursuant to this order that was given notice of the motion shall reply to any inquiry concerning such sealed records as follows:

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(a) that any record or social file is confidential and that no information can be given about the existence or nonexistence of records concerning an individual.

5. That inspection of any records sealed pursuant to this order shall only be permitted by further order of the court, except as otherwise provided in RCW 13.50.010(8) and 13.50.050(23).

6. That any adjudication of a juvenile offense or a crime subsequent to sealing has the effect of nullifying this order. Any charges of an adult felony subsequent to the sealing, has the effect of nullifying the sealing order for the purposes of RCW 9.94A.

Dated: _____

JUDGE/COMMISSIONER

Submitted by:

Pro Se Respondent (sign name)

Print name

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SUPERIOR COURT OF WASHINGTON
COUNTY OF _____
JUVENILE COURT

STATE OF WASHINGTON v. _____

D.O.B.: _____ Respondent.

NO:
**NOTICE OF RESPONDENT'S MOTION
TO SEAL RECORDS OF JUVENILE
OFFENDER PURSUANT TO RCW
13.50.050(11)
(NT)**

- TO: _____ County Superior Court Clerk's Office
- TO: _____ County Prosecutor, Juvenile Division
- TO: _____ County Juvenile Court Administrator
- TO: _____ Police Department/Sheriff's Office
- TO: Washington State Patrol, Records Division
- TO: Juvenile Rehabilitation Administration (DSHS)
- TO: _____
- TO: _____

PLEASE TAKE NOTICE that on _____ at _____ a.m./p.m., at
_____ County Superior Court, Juvenile Division,
_____ will move for an order sealing the juvenile records on the above
entitled matter.

Dated: _____

Pro Se Respondent (sign name)

Print name