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**REQUIREMENTS OF THE DENVER DISTRICT COURT FOR PETITIONS TO SEAL**

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1. **Original and One Copy of the Petition To Seal** - If you want a file stamped copy for your records, you must provide original and **two** copies.
2. **Self Addressed Stamped Envelope** - For mailing of the Order to you once it is signed.

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**SIX AGENCIES you should include in your petition as custodians of records**

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| 1. DISTRICT ATTORNEY'S OFFICE<br>SECOND JUDICIAL DISTRICT<br>201 W. COLFAX AVE. DEPT 801<br>DENVER, CO 80202<br>Attn: JOE MORALES/THERESA LARATTA | 2. CLERK OF THE DENVER COUNTY COURT<br>GENERAL SESSIONS DIVISION<br>1437 BANNOCK ST., ROOM 140<br>DENVER, CO 80202        |
| 3. CIVIL LIABILITY BUREAU<br>DENVER POLICE DEPARTMENT<br>1331 CHEROKEE STREET RM 504<br>DENVER, CO 80204  | 4. CITY ATTORNEY'S OFFICE<br>ATTN: PROSECUTION & CODE<br>ENFORCEMENT<br>201 W. COLFAX AVE. DEPT. 1207<br>DENVER, CO 80202 |
| 5. COLORADO BUREAU OF<br>INVESTIGATION<br>690 KIPLING STREET<br>DENVER, CO 80215  | 6. STATE COURT ADMINISTRATOR'S OFFICE<br>ATTN: RECORDS SEALED<br>101 W. COLFAX AVE., STE. 500<br>DENVER, CO 80202-5351    |

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If you were required to report to Probation (addresses listed below) or if there are other custodians of record in addition to the list above, make sure that they are listed on your petition.

It is not necessary to include any background search companies in your petition. Search companies receive all of their information on-line directly from the Court. Once the record is sealed at the Court, it is also sealed to these companies.

DISTRICT COURT PROBATION  
303 W. COLFAX AVE. STE 501  
DENVER, CO 80204  
ATTN: TIFFANY

COUNTY COURT PROBATION  
303 W. COLFAX AVE. STE 800  
DENVER, CO 80204

**DO NOT INCLUDE ANY FEDERAL AGENCIES** in your petition. Denver District Court does not have jurisdiction over any federal agency or court. If the petition is granted, CBI will forward the order to the FBI.

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**HOW TO FILE a Petition to Seal in Denver District Court**

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**FILL OUT THE PETITION COMPLETELY - INCOMPLETE PETITIONS MAY BE DENIED**

1. Refer to the **INSTRUCTIONS TO FILE A PETITION TO SEAL ARREST AND CRIMINAL RECORDS** (JDF 416) or the **INSTRUCTIONS TO FILE A PETITION TO SEAL CRIMINAL CONVICTION RECORDS FOR OFFENSES INVOLVING CONTROLLED SUBSTANCES** (JDF 611) for more information, including under what circumstances records/convictions may be sealed and whether you will need to file more than one petition. **A separate petition must be filed for each court case record, arrest or conviction you are asking to be sealed.**
3. The Petition may be filed in person in Room 256 in the City and County Building, by mail to Denver District Court, 1437 Bannock St., Room 256, Denver, CO 80202, or electronically by a Colorado Licensed attorney. An application to waive the filing fee may be submitted at the same time as the petition, the copy, and the self addressed stamped envelope.
4. The fee will be recorded and you will be given a case number. This case number must be present on all subsequently filed documents.
5. If filing the petition in person, you will be directed to Courtroom 6 (Room 211) to obtain a hearing date.
6. You will receive a Notice of Hearing from the Court which you must mail, along with a copy of the Petition, to the agencies designated in the Notice.

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**HEARING DATE - Final Order on your Petition to Seal**

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1. Your hearing will be set on a Friday. Call the Friday afternoon one week before the scheduled hearing to determine if you need to appear. If there have been no objections your petition may be granted without need of a hearing.
2. If you are not eligible to have your records sealed you will be told of that fact when you call the Friday one week before your scheduled hearing. You will receive a written order if your petition is denied.
3. If a hearing is required you need to be in court at the time set, ready to proceed.
4. If the records are sealed, you will receive a written order. You must send a copy of that order to all agencies listed as custodians of the records.