

## BOOKLET 2

### HOW TO SEAL OLD CRIMINAL CASES

**STEP ONE.** Get a copy of your criminal record which is called Criminal Record Offender Information (CORI). See Booklet 1 if you do not have a copy of your CORI report.

**STEP TWO.** Look at your CORI report and figure out if you have old convictions or other cases which might be sealed by mail.

**IMPORTANT.** If you are not a United States citizen or have immigration issues, or are living here without legal documents, you should not seal your record without some advice from an immigration attorney.

Most misdemeanor or felony convictions from a Massachusetts state court can be sealed by filling in a form and mailing a Petition to Seal to the Commissioner of Probation after a waiting period.

A misdemeanor is a crime punishable by a maximum term of 2.5 years of incarceration even if you do not go to jail or serve the maximum sentence.

A felony is a crime punishable by more than 2.5 years of incarceration even if you do not go to jail or serve the maximum sentence. Your CORI should say by each charge if it is a misdemeanor or felony. A list of common offenses is included in this booklet to help you figure out which cases on your CORI might be sealed if your CORI does not say what type of case it is.

**Basic rule.** You are eligible to seal a conviction after a waiting period of 3 years if it is a misdemeanor conviction, and after 7 years if it is a felony conviction provided that:

- You have no new conviction(s) (except motor vehicle convictions with a fine not greater than \$50) during the same period in or outside Massachusetts; **AND**
- you did not serve a jail sentence during the same period in or outside Massachusetts, **AND**
- you are not now required to register as a sex offender for the offense.

**Convictions.** For any conviction, the waiting period starts from the date you were found guilty OR released from incarceration—**whichever is later**. For example:

- Jae was found guilty of a misdemeanor on May 4, 2017, was on probation for a year, and his case was closed on May 15, 2018. He can seal it by mail on May 4, 2020 – 3 years after he was found guilty.

Every time you are convicted or incarcerated, the clock re-starts to add another 3 years for a misdemeanor, and 7 years for a felony.

For example:

- Pat was found guilty of misdemeanors on May 1, 2016 and on May 1, 2017, but did not go to jail. She cannot seal either case until May 17, 2020 – 3 years from the last conviction.

**Greater Boston Legal Services, 197 Friend Street, Boston, MA 02114**

- Jack was found guilty of a misdemeanor and given a 1 year jail sentence on May 4, 2018. He was released from jail on June 4, 2019. He can seal his record by mail on June 4, 2022 – 3 years from his release from incarceration.

**Non-convictions.** If you were found “not guilty” or your case was dismissed, or the District Attorney dropped the case (a “nolle prosequi”), the 3 or 7 year waiting period runs from the date of this “disposition.” For example:

- Joe’s misdemeanor case was dismissed on May 4, 2016. He can seal it by mail on May 4, 2019. If he does not want to wait that long, he can ask a judge to seal the case. Courts can seal dismissed cases or cases that ended in a nolle prosequi (a prosecutor dropped the case) or a not guilty finding without a waiting period. See Booklet 3 in this series.

**Exception for a CWOFF (Continuance without a Finding).** If your case was dismissed after a CWOFF, the waiting period starts on the date of the CWOFF, not the later date of dismissal. You still use the same waiting periods depending on whether the case was for a felony (7 years) or a misdemeanor (3 years). For example:

- A judge entered a CWOFF in Conrad’s felony case on May 10, 2018, and his case was dismissed on May 10, 2019. He can seal it by mail in 7 years on May 10, 2025. If he does not want to wait that long, he can ask a judge to seal the case. Courts can seal a dismissed case without a waiting period. See Booklet 3 in this series.

#### Exceptions with Longer Waiting Periods.

**Restraining order violation convictions.** A conviction for violation of an abuse prevention or harassment prevention order is treated as a felony for purposes of sealing records. It has a 7 year waiting period.

**Sex offense conviction.** The waiting period for sealing of sex offense *convictions* that are sealable is longer than for other types of convictions. Any *conviction* for a sex offense that required registering with the Sex Offender Registry is not eligible for sealing until 15 years after the very last event in the case, including the end of supervision, probation, or release from incarceration.

#### Convictions That Can Never Be Sealed.

**Sex Offense by Level 2 and 3 Sex Offender Status.** The law states that if a person is or was ever registered as a Level 2 or Level 3 sex offender, he or she can NEVER seal *convictions* for certain sex offenses (i.e. rape of a child, assault with intent to rape, drugging a person for sex and other offenses as defined by Section 178C of Chapter 6 of the Mass. General Laws). <sup>1</sup> But the person can seal other types of cases that are eligible for sealing.

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<sup>1</sup> However, in September 2017, the Supreme Judicial Court found this law unconstitutional as applied to a person who was no longer required to register as a sex offender. Koe v. Comm'r of Prob., 478 Mass. 12 (2017). This means if the 15 year waiting period has passed, a person who is no longer in the sex offender registry can ask to seal the sex offense convictions through the Commissioner of Probation’s office at One Ashburton Place in Boston.

**Public Justice Crimes and Other Exceptions.** The law recently changed and resisting arrest convictions can now be sealed. Other convictions, however, which can never be sealed still include:

- Some firearms **convictions**, including but not limited to selling ammunition or a gun without a firearm license, or buying a gun from an unlicensed dealer (G.L. 140, §§ 121-131 H: ); or
- “Crimes against the Public” **convictions** including but not limited to perjury, witness intimidation, or escape from jail (G.L. c. 268: ); or
- State ethics related **convictions** such as bribes to public officials (G.L. c. 268A ).

**IMPORTANT.** Even if you have a *conviction* that can never be sealed, you can still seal other types of cases that are eligible for sealing. Also, if your case for one of these never sealable crimes was dismissed or there was a “not guilty” finding or a nolle prosequi (dropping of the case), the case can be sealed. Only **convictions** for these charges can never be sealed.

**Tips that might help you:**

- If you have a conviction for an offense that is no longer a crime such as possession of an ounce or less of marijuana, it can be sealed immediately using the same form under Box 4 unless the elements of the charged offense are a crime under a different designation. You also could talk to a lawyer about expunging the case under a new expungement law.
- If you have old non-convictions such as dismissed cases or cases that ended in a “nolle prosequi” (a dropped case) or a “not guilty” finding that are at least 3 years old if the cases are misdemeanors, or at least 7 years old if the cases are felonies, these cases can be sealed at the same time using the same form if you have had no other convictions during the same time period.
- Juvenile records can be sealed using the same form if all juvenile cases closed at least 3 years ago, AND:
  - You have no new juvenile adjudications or convictions (except motor vehicle convictions with a fine not greater than \$50) during the last 3 years, and
  - No juvenile commitments or imprisonment in the last 3 years in or outside Massachusetts, and
  - You are not required to register as a sex offender for the offense. (G.L. c. 6, § 178G):

These “aged out” juvenile cases can be sealed by checking off the first box on the same form used to seal adult convictions.

**STEP THREE.**

It is a good idea to get certified copies of the records before sending in the form to seal your records. You might need copies of the criminal record you seal in the future. For example, if you are not a citizen, you will likely need certified copies to apply for citizenship at a later time. If you apply for a job with the federal government (U.S. Census, Social Security Administration, IRS, etc.), the FBI often has a record of the fact that a criminal case was filed without information about the outcome. You can use

the certified copies to explain what happened in your case without going back to each court to unseal each case that you sealed.

#### **STEP FOUR.**

Fill out the PETITION TO SEAL form and mail it to the Commissioner of Probation, One Ashburton Place, Rm 405, Boston MA 02108. A model form is attached. Please carefully fill out your address, including an apartment number, because the reply letter will be mailed to you at this address.

#### **STEP FIVE.**

You will get a reply by mail from the Commissioner of Probation within a few weeks telling you if your request to seal your record was approved. If the petition is denied, seek legal advice from an attorney about your rights.

#### **AFTER THE RECORD IS SEALED**

The “Ban the Box” law prohibits most employers from asking about criminal cases on an initial job application whether or not the record is sealed. If an employer wants to know if you have a criminal record after all your cases are sealed, you may answer “I have no record.” G.L. c. 276 §§ 100A.

#### **RESOURCES FOR LOW INCOME PEOPLE**

- If you live in the Boston area, call 617-603-1700 or Greater Boston Legal Services (GBLS) at 617-371-1234. If you live in the Boston area, you’ll be screened for eligibility for an intake for GBLS. GBLS is not able to take every case, but GBLS may be able to offer advice or refer you to other resources to help you solve your problem.
- If you live outside of Boston, you can find another legal aid program near you at: [www.masslegalhelp.org](http://www.masslegalhelp.org)
- To read more information on CORI and get forms, go to the CORI part of the Mass Legal Help website: [www.masslegalhelp.org](http://www.masslegalhelp.org)
- To request CORI online and get more information from the Department of Criminal Justice Information Services, go to: <http://www.mass.gov/eopss/agencies/dcjis/>
- Read other booklets in this series:
  - Booklet 1: How to Get a Copy of Your Criminal Record (CORI)
  - Booklet 2: How to Seal Old Criminal Cases
  - Booklet 3: Sealing Cases that Ended without a Conviction or First Time Drug Convictions
  - Booklet 4: Representing Yourself in Court After Filing a Petition to Seal Criminal Cases
  - Booklet 5: One Stop CORI Sealing in Boston Municipal Court

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| <p>This information is provided as a public service by Greater Boston Legal Services and does not constitute legal advice which can only be given to you by your own attorney. This booklet relates to criminal records located in Massachusetts and to the laws, forms, and practices in effect as of July 25, 2019. This booklet is made available through funding from the Gardiner Howland Shaw Foundation and is also available online at <a href="http://masslegalhelp.org">masslegalhelp.org</a></p> |
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| <p align="center"><b>COMMON MISDEMEANOR AND FELONY OFFENSES</b><br/> <b>By Greater Boston Legal Services, 197 Friend St., Boston, MA 02114</b></p> |
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Armed assault in dwelling house: c. 265, s. 18A (felony)

Armed robbery: c. 265, s. 17 (felony)

Unarmed robbery: c. 265, s. 19 (felony)

Arson: c. 266, s. 1 (felony)

Assault: c. 265, s. 13 (misdemeanor)

Assault & battery: c. 265, s. 13A (misdemeanor, but an A & B while Ch. 209A order in effect is a felony; indecent A & B is a felony)

Assault & battery on elder or disabled: c. 265, s. 13k (felony)

Assault or assault & battery on an EMT: c. 265, S 131 (misdemeanor)

Assault & battery on public employee: c. 265, s. 13D (misdemeanor)

Assault and battery with a dangerous weapon: c. 265, s. 15A (felony)

Assault with a dangerous weapon on elder: c. 265, s. 15B (felony)

Assault on child less than 16 with intent to rape: c. 265, s. 24B (felony)

Assault-indecent assault (felony)

\*on child less than 14: c. 265, s. 13B

\*aggravated on child less than 14

\*subsequent offense on child less than 14

\*on mentally retarded

\*on elder or disabled

Assault with intent to commit felony: c. 265, s. 29 (felony)

Assault with intent to rape: c. 265, s.24 (felony)

Assault with intent to rob or murder (armed): c. 265, s. 18 (felony)

Assault with intent to rob or murder (Unarmed): c.265, s 20 (felony)

Breaking & Entering building: 266 s. 16 (felony)

Burglary, unarmed: c. 266, s. 15 (felony)

Burglary, armed assault: c. 266, s. 14 (felony)

Burglary tools possession: c. 266, s. 49 (felony)

Carjacking: c. 265, s. 21A (felony)

Common night walker: c. 272, s. 53 (misdemeanor)

Criminal harassment: c. 265, s. 43 A (misdemeanor)

Uninsured motor vehicle second offense c. 90, s. 34J (misdemeanor)

Criminal harassment: c. 265, s. 43A (misdemeanor)

Dangerous weapon, carrying or unlawful possession: c. 269, s. (10(b) & 10(d))

Disorderly person, c. 272, s. 53 (misdemeanor)

Destruction of property-see malicious destruction

Drug possession-

Possession of controlled substance: c. 94C, s. 34:

\*misdemeanor for class A, B, C, D, or E

\*misdemeanor for heroin

\*2nd offense heroin: felony

\*Two ounce or less of marijuana in public: no longer a crime, but more than 2 ounces of marijuana is a misdemeanor

Drug possession-controlled substance with intent to distribute: c. 94C, s. 32-32D

Class A, B, C (felony)

Drug Possession of controlled substance with intent to distribute: Class D & E: misdemeanor

Drug: Possession of drug paraphernalia, c. 94c, s. 32I (misdemeanor)

Drug sale in school zone: c. 94C, s. 32J (felony)

Engaging in sex for a fee, c. 272, s. 53A (misdemeanor)

Extortion (attempted): c. 265, s. 25 (felony)

False representations to procure welfare: see Welfare fraud (misdemeanor)

Failure to stop (vehicle) after causing personal injury or property damage: c. 90, s. 24 (misdemeanor)

Firearms: see unlawful carrying/possession

Forgery and counterfeiting certificate, other writings: c. 267, s.1 (felony)

Home invasion: c. 265, s. 18C (felony)

Indecent Exposure: c. 272, s. 53a (misdemeanor)

**Intimidating witness, juror: c. 268, s. 13B (felony)(if convicted, not sealable)**

Kidnapping: c. 265, s. 25 (felony)  
Kidnapping of minor by relative: c. 265, s. 26A (misdemeanor if by relative, but felony if child removed from Commonwealth)

Larceny: c. 265, s. 30 (misdemeanor if \$1200 or less; felony if over \$1200)

Larceny of firearm: c. 266, s. 30 (felony if stolen property is firearm)

Larceny of vehicle: c. 266, s. 28 (felony)

Larceny from the person: c. 266, s. 25 (felony)

Larceny by check: c. 266, s. 30 (misdemeanor if \$1200 or less; felony if over \$1200)

Malicious destruction of property: c. 266, s. 127 (felony if willful and malicious; misdemeanor if wanton)

Manslaughter: c. 265, s. 13 (felony)

Motor vehicle theft: c. 266, s. 28 (felony)

Open & gross lewdness: c. 272, s. 16 (felony)

Operating to endanger: c. 90, s. 24(2)(a)

**Perjury: c. 268, s. 1 (misdemeanor) (if convicted, not sealable)**

Possession-see drug possession

Prostitution/solicitation: c. 272, s. 53A (misdemeanor)

Rape: c. 265, s. 22 (felony)

Rape of child under 16, including statutory rape (felony): c. 265, s. 22A, 22B, 23, 23A, 23B, 23C

Receiving stolen property: c. 266, s. 60 (misdemeanor if less than \$250; felony if second offense or the property exceeds \$250)

**Resisting arrest: c. 268, s. 32B (misdemeanor)(if convicted, not sealable)**

Robbery (armed): c. 265, s. 17 (felony)

Robbery (unarmed): c. 265, s. 19 (felony)

Shoplifting: c. 266, s. 30A (misdemeanor)

Stalking: c. 265, s. 43 (felony)  
Threats: c. 275, s. 2, 4 (misdemeanor)

Trafficking in marijuana, cocaine, heroin,  
opium, etc.: c. 94C, s. 32E (felony)  
Trespass: c. 266, s. 120 (misdemeanor)

Unlawful carrying firearm: c. 269, s. 10(a)(d)  
(felony)  
Unlawful possession of firearm or ammunition,  
c. 269, s. 10(h)(1): misdemeanor

Unnatural and lascivious acts: c. 272, s. 5  
(felony)

Uttering or fraudulent checks: c. 266, s. 37  
(same as larceny)  
Uttering false, forged or counterfeit note: c.  
267, s. 10 (felony)

Welfare fraud: c. 18, s. 5B (misdemeanor)

For a complete list of crimes, see the Master Crime List found on the Executive Office of Public Safety  
website: <http://www.mass.gov/courts/docs/admin/sentcomm/mastercrimelist.pdf>

**BLANK FORMS  
YOU CAN FILL IN AND USE**



## PETITION TO SEAL

TO: Commissioner of Probation, One Ashburton Place, Room 405, Boston, MA 02108

SELECT appropriate box(es). If 1, 2, or 3 are selected you must sign the corresponding numbered Affidavit below.

### PART A

- 1 - 4
- 1 ☐ Section 100B - Chapter 276. Delinquency (juvenile) cases, all sentence elements of which, and of any subsequent court appearances, were completed 3 years prior to this request.
- 2 ☒ Section 100A - Chapter 276. Misdemeanor cases, all sentence elements of which, and of any subsequent court appearances, were completed 3 years prior to this request (or, which was a felony when committed, and is presently a misdemeanor).
- 3 ☒ Section 100A - Chapter 276. Felony cases, all sentence elements of which, and of any subsequent court appearances, were completed 7 years prior to this request. For eligible sex offenses 15 years prior to this request.
- 4 ☐ Section 100A - Chapter 276. Recorded offense which is no longer a crime, except where the elements of the offense continue to be a crime under a different designation. *Decriminalized case*
- Print Smith John Johnathan Date of Birth 07/04/2000  
Last Name First Name Middle Name

Alias/Maiden/Previous Name \_\_\_\_\_

Mailing address 24 Jumpt St Apt #6 City Boston State MA Zip 02114

Occupation Student Social Security # 012-34-5678 Place of Birth Boston MA

Father's Name Johnathan Smith Mother's Maiden Name Jones Husband/Wife's Name \_\_\_\_\_

Petitioner's Signature John Smith  Required sign here

*In accord with the provision of Chapter 276, Sections 100A, and 100B, as established by Chapter 686 of the Acts of 1971, Chapter 404 of the Acts of 1972, Chapter 322 of the Acts of 1973 and Chapter 256 of the Acts of 2010, respectively, I hereby request that my record of adult criminal and/or juvenile Massachusetts court appearances and dispositions be sealed forthwith.*

To the best of my knowledge

1. ☐ a) My delinquency court appearances or dispositions including court supervision, probation, commitment or parole, the records for which are to be sealed, terminated not less than three years prior to said request, b) I have not been adjudicated delinquent or found guilty of any criminal offense within the commonwealth in the three years preceding such request, except motor vehicle offenses in which the penalty does not exceed a fine of fifty dollars nor been imprisoned under sentence or committed as a delinquent within the preceding three years, and c) I have not been adjudicated delinquent or found guilty of any criminal offenses in any other state, United States possession or in a court of federal jurisdiction, except such motor vehicle offenses as aforesaid, and have not been imprisoned under sentence or committed as a delinquent in any state or county within the preceding three years.

Sign here to seal juvenile cases

Signed under penalties of perjury,

2. ☒ To the best of my knowledge

Signature of Petitioner

3. ☒ a) All of my court appearance and court disposition records, including any period of incarceration or custody for any misdemeanor occurred not less than three years prior to this request; b) that my court appearance and court disposition records, including any period of incarceration or custody for any felony occurred not less than seven years prior to this request, c) that I have not been found guilty of any criminal offense within the commonwealth in the case of a misdemeanor, three years before such request, and in the case of a felony, seven years before such request, except motor vehicle offenses in which the penalty does not exceed a fine of fifty dollars, d) I have not been convicted of any criminal offense in any other state, United States possession or in a court of federal jurisdiction, except such motor vehicle offenses as aforesaid, and have not been imprisoned in any state or county in the case of a misdemeanor within the preceding three years and in the case of a felony the preceding seven years; and e) my record does not include convictions of offenses other than those to which the section applies, or convictions for violations of sections 121 to 131H, inclusive, of chapter 140 or for violations of chapter 268 or chapter 268A, except for convictions for resisting arrest.

Sign here to seal adult cases

Signed under penalties of perjury,

Signature of Petitioner

**PETITIONER NOT TO WRITE BELOW THIS LINE**

Petition Allowed/Disallowed

Allowed (Copy to Clerk and Probation Office)

Reason for Disallowance (Copy to petitioner only)

01

02

03

04

## PETITION TO SEAL

**TO: Commissioner of Probation, One Ashburton Place, Room 405, Boston, MA 02108**

**SELECT appropriate box(es). If 1, 2, or 3 are selected you must sign the corresponding numbered Affidavit below.**

**PART A**

1 - 4    1    ☐

**Section 100B** - Chapter 276. Delinquency (juvenile) cases, all sentence elements of which, and of any subsequent court appearances, were completed 3 years prior to this request.

2    ☐

**Section 100A** - Chapter 276. Misdemeanor cases, all sentence elements of which, and of any subsequent court appearances, were completed 3 years prior to this request (or, which was a felony when committed, and is presently a misdemeanor).

3    ☐

**Section 100A** - Chapter 276. Felony cases, all sentence elements of which, and of any subsequent court appearances, were completed 7 years prior to this request. For eligible sex offenses 15 years prior to this request.

4    ☐

**Section 100A** - Chapter 276. Recorded offense which is no longer a crime, except where the elements of the offense continue to be a crime under a different designation.

Print \_\_\_\_\_ Date of Birth \_\_\_\_\_

Last Name

First Name

Middle Name

Alias/Maiden/Previous Name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Social Security # \_\_\_\_\_ Place of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_ Husband/Wife's Name \_\_\_\_\_

Petitioner's Signature \_\_\_\_\_

*In accord with the provision of Chapter 276, Sections 100A, and 100B, as established by Chapter 686 of the Acts of 1971, Chapter 404 of the Acts of 1972, Chapter 322 of the Acts of 1973 and Chapter 256 of the Acts of 2010, respectively, I hereby request that my record of adult criminal and/or juvenile Massachusetts court appearances and dispositions be sealed forthwith.*

To the best of my knowledge:

1 .

☐

a) My delinquency court appearances or dispositions including court supervision, probation, commitment or parole, the records for which are to be sealed, terminated not less than three years prior to said request; b) I have not been adjudicated delinquent or found guilty of any criminal offense within the commonwealth in the three years preceding such request, except motor vehicle offenses in which the penalty does not exceed a fine of fifty dollars nor been imprisoned under sentence or committed as a delinquent within the commonwealth within the preceding three years; and c) I have not been adjudicated delinquent or found guilty of any criminal offenses in any other state, United States possession or in a court of federal jurisdiction, except such motor vehicle offenses as aforesaid, and have not been imprisoned under sentence or committed as a delinquent in any state or county within the preceding three years.

Signed under penalties of perjury,

2 .

☐

To the best of my knowledge:

\_\_\_\_\_  
Signature of Petitioner

3 .

☐

a) All of my court appearance and court disposition records, including any period of incarceration or custody for any misdemeanor occurred not less than three years prior to this request; b) that my court appearance and court disposition records, including any period of incarceration or custody for any felony occurred not less than seven years prior to this request; c) that I have not been found guilty of any criminal offense within the commonwealth in the case of a misdemeanor, three years before such request, and in the case of a felony, seven years before such request, except motor vehicle offenses in which the penalty does not exceed a fine of fifty dollars; d) I have not been convicted of any criminal offense in any other state, United States possession or in a court of federal jurisdiction, except such motor vehicle offenses as aforesaid, and have not been imprisoned in any state or county in the case of a misdemeanor within the preceding three years and in the case of a felony the preceding seven years; and e) my record does not include convictions of offenses other than those to which the section applies, or convictions for violations of sections 121 to 131H, inclusive, of chapter 140 or for violations of chapter 268 or chapter 268A, except for convictions for resisting arrest.

Signed under penalties of perjury,

\_\_\_\_\_  
Signature of Petitioner

**PETITIONER NOT TO WRITE BELOW THIS LINE**

Petition Allowed/Disallowed

01

02

03

04

Allowed (Copy to Clerk and Probation Office)

Reason for Disallowance (Copy to petitioner only)

(OCP 4/12)