

SALIDA MUNICIPAL COURT, CITY OF SALIDA, CHAFFEE COUNTY, COLORADO Address: 448 E. 1ST STREET, SALIDA, CO 81201 Phone: 719-530-2611 Fax: 719-539-5271	COURT USE ONLY
THE PEOPLE OF THE STATE OF COLORADO AND THE CITY OF SALIDA, Plaintiff Vs. _____, Defendant	Case Number: Court/Division: Municipal
ORDER TO SEAL ADULT CRIMINAL AND ARREST RECORDS IN A MUNICIPAL CASE	

This matter has come before this Court on the Defendant’s request for sealing of criminal records. The Court finds that the Defendant is eligible for relief under §24-72-708, C.R.S. The Court ORDERS that the criminal records information specifically relating to and contained in the referenced Case Number above, shall be sealed immediately, except for basic identifying information, and that upon inquiry in the matter, the person in interest and criminal justice agencies to which this ORDER is directed may properly reply that no such records exist with respect to such person.

The Court directs the above Order to the Court Clerk to seal the above listed criminal case upon:

- Payment of the \$65 filing fee to the City of Salida by the Defendant; or
- The Court has reviewed the Affidavit of Indigency signed under oath by the Defendant and finds that the Defendant is eligible to have the filing fee of \$65.00 paid in two three payments, with the first payment due on _____ and additional payments to be made on the _____ day of each month until paid in full. Failure to make payment in full may result in a delay of the sealing of the record; or
- The Court has reviewed the Affidavit of Indigency signed under oath by the Defendant and finds that the Defendant is eligible to proceed without payment of the \$65.00 filing fee to the City of Salida.

The Defendant may elect to pay a fee (anticipated to be \$28.95) to the Colorado Bureau of Investigation (CBI) either by credit card or money order in order to have any CBI record sealed. The Court has no authority to waive the CBI fee. CBI may bill the Defendant directly if a Defendant’s payment is not transmitted to CBI at the time this Order is mailed by the Court. Without payment of this fee by Defendant to CBI, the Defendant’s record will not be sealed by CBI. The Defendant may request a “CBI Credit Card Payment Form” from the Court Clerk in order to make payment by Credit Card.

This Order shall be provided to each custodian who may have custody of any of the records subject to this Order.

- Salida Police Department
- Salida Municipal Court
- Chaffee County Sheriff’s Office Records
- City Prosecutor’s Office
- Colorado Bureau of Investigation
- Other _____

SO ORDERED THIS _____ DAY OF _____, 20 _____

Honorable Judge Cheryl L. Hardy-Moore

CERTIFICATE OF MAILING

I certify that on _____, 20____, a copy of the ADULT ORDER TO SEAL CRIMINAL AND ARREST RECORDS IN A MUNICIPAL CASE has been mailed to the following people/organizations:

Defendant

Address

City, State, Zip

Salida Police Department
Interoffice Delivery

Chaffee County Sheriff's Office Records
Fax 719-539-1077

City Prosecutor's Office
Interoffice Delivery

Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Lakewood, CO 80215

Other:

Salida Municipal Court Clerk