

# GUIDE TO COMPLETING THE MOTION TO ACCESS A SEALED COURT RECORD (COURT FORM CC-1206)

## GENERAL INFORMATION

This guide is for requesting access to sealed court records pursuant to Va. Code § 19.2-392.13 using form CC-1206, MOTION TO ACCESS A SEALED COURT RECORD and includes an overview of the process with step-by-step instructions for filling out the court form. If you have additional questions about sealing after using this guide, consult with a lawyer.

If you request to access a paper or digital image of a court record, the clerk must first determine whether the record is open to public access or inspection. Pursuant to Va. Code § 19.2-392.13(D), if the clerk of the court determines that the court record you are requesting to access has been sealed, the record cannot be provided to you without a court order that allows access to the record.

To obtain a court order that allows access to the sealed record, you will need to file court form CC-1206, MOTION TO ACCESS A SEALED COURT RECORD. The court can only grant access to sealed records for specific reasons, so you will need to explain why you are asking to access the sealed record. There is no fee to file a motion to access a court record that has been sealed if the person filing the motion is the same person who was arrested, charged, or convicted of the offense that was sealed. This means that there is no filing fee if you are requesting to access your own sealed record. A completed COVER SHEET FOR FILING CIVIL ACTIONS, court form CC-1416, also may be required by the clerk of the court. When choosing the filing type, select "Other" in the Miscellaneous section and write "Motion to Access a Sealed Record" in the blank.

The motion (form CC-1206) should be filed with the court that entered the order to seal the court record. If the court record was sealed without entry of a court order, the motion should be filed with the court where the final disposition was entered in the case that was sealed. For example: If the court record was sealed by order of the Henrico Circuit Court, the motion to access should be filed in the Henrico Circuit Court. If an offense that was brought in Henrico General District Court was sealed without a court order and Henrico General District Court entered the final disposition, the motion to access should be filed in Henrico General District Court. The court will consider your motion and can either grant or deny your motion. If the court grants your motion and enters an order allowing access to the sealed record, the court order must allow you to photocopy such record.

## PART 1: COURT INFORMATION, YOUR INFORMATION, AND REASON FOR REQUEST

- The case number line in the upper right hand corner should be left blank. The clerk will assign your case number after your motion is filed.
- Include the city or county of the circuit court where this motion will be filed. Type or print your name on the line next to "Requestor's Name."

<p><b>MOTION TO ACCESS A SEALED COURT RECORD</b> Va. Code § 19.2-392.13</p> <p>Court Name: <u>Richmond City</u> <small>CITY OR COUNTY</small></p> <p><input type="checkbox"/> General District Court   <input checked="" type="checkbox"/> Circuit Court   <input type="checkbox"/> Juvenile and Domestic Relations District Court</p> <p>Requestor's Name: <u>John J. Doe</u></p>	<p>Case Number .....</p>
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- Provide your reason for requesting access to the sealed record. Sealed court records can only be accessed for specific reasons. A full list of the 28 reasons the court can grant access to a sealed court record are listed on page 2 of the CC-1206, MOTION TO ACCESS A SEALED COURT RECORD. List the number for the reason you are requesting access and provide information about your request on the blank lines. For example, if you are requesting access for reason number 17 you will need to include information about the name of the business screening service and your title within the entity (“Company XYZ, Managing Director”).

**Part 1.**

1. I am requesting access to sealed court records relating to the charge, arrest or conviction detailed in Part 2 below. Pursuant to Virginia Code § 19.2-392.13(C), I am requesting access for the reason listed below.

Access Reason (as listed on pages 2 and 3 of this form): 28

My employer, title or other information relevant to request (as described on pages 2 and 3 of this form):

I am requesting access to my own sealed record. I am the person that was convicted of the offense that was ordered sealed.

**PART 2: INFORMATION ABOUT THE SEALED COURT RECORD YOU WANT TO ACCESS**

- Provide information to help the court identify the record you are asking to access.
- Type or print the requested information about the defendant in the sealed record you are asking to access. Provide the defendant’s full name at the time of arrest, date of birth, and social security number.
- Provide the date the defendant was arrested, the date of final disposition and the date the sealing order was entered. The date of final disposition is usually the date that the court that took its final action in the case.
- Describe the charge that was sealed. You can list the criminal code section (example: § 18.2-57), the name of the charge (example: assault and battery), or any other information that describes the charge or conviction.
- Provide the court case number for the case you want to access. This is typically a combination of letters and numbers (example: CR15M05022-01).

**Part 2.**

2. I am requesting access to the following sealed court record(s):

Defendant’s full name at the time of arrest: John Joseph Doe

Defendant’s date of birth: 01/01/1997

Defendant’s social security number: 123-45-6789

A. Date of arrest: 09/01/1998

Date of final disposition: 01/01/2019 Date of final sealing order, if known: 11/01/2026

Specific charge(s) that were sealed: Assault and battery, Va. Code 18.2-57

Applicable court case number(s): CR18-000058

B. Date of arrest: \_\_\_\_\_

Date of final disposition: \_\_\_\_\_ Date of final sealing order, if known: \_\_\_\_\_

Specific charge(s) that were sealed: \_\_\_\_\_

Applicable court case number(s): \_\_\_\_\_

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## YOUR SIGNATURE AND YOUR CONTACT INFORMATION

- Sign and date the motion. Provide your address, telephone number, and email address.
- If you are requesting access to a sealed record on behalf of an agency, list the name of the agency. If you are not requesting on behalf of an agency, leave this space blank or state "N/A" for not applicable.
- If you are an attorney filling out this petition for your client, include your Virginia State Bar number in the blank provided. If you are not an attorney, leave this space blank or state "N/A" for not applicable.

December 1, 2026 DATE	<i>John J. Doe</i> SIGNATURE OF REQUESTOR
John J. Doe PRINTED NAME OF REQUESTOR	123 Main Street ADDRESS OF REQUESTOR
N/A AGENCY OF REQUESTOR, IF APPLICABLE	Richmond, Virginia 23220 CITY, STATE, ZIP OF REQUESTOR
(123) 456-7890 TELEPHONE NUMBER OF REQUESTOR	johndoe@gmail.com E-MAIL ADDRESS OF REQUESTOR
	N/A VA. STATE BAR NUMBER OF REQUESTOR, IF APPLICABLE

You have reached the end of the step-by-step instructions for form CC-1206, MOTION TO ACCESS A SEALED COURT RECORD.