

Superior Court of California County of Orange, Lamoreaux Justice Center

Juvenile Court, Attention Juvenile Records
341 The City Drive South, Suite # 207
Orange CA 92868-3205
Phone: (657) 622-5500

Request for Release of Juvenile Court Records Information Sheet – JV-570 Petition for Access to Juvenile Case File (Welfare & Institutions Code section 827 and California Rules of Court, rule 5.552) *(Hyperlinks to relevant forms and/or websites are underlined and in blue print.)*

Juvenile records are confidential pursuant to WIC § 827. Generally, if you would like to review or obtain copies of a juvenile case file, you are required to ask the juvenile court for permission. Pursuant to the amendment of Labor Code Section 432.7, effective January 1, 2020, an employer, whether a public agency or private individual or corporation, may not inspect an applicant's juvenile record to utilize as a factor in determining any condition of employment.

Step One: *Fill out your request.*

Fill out form [JV-570](#) (*Petition for Access to Juvenile Case File*). You may print legibly in black ink, type on the form, or fill it out online. Indicate what records you are requesting, why you believe the records exist, how you intend to use them and why the records are relevant to the purpose for which you intend to use them.

Step Two: *Determine who needs to be notified of your request.*

You cannot request records without notifying other persons or agencies that have a right to know about your request. You can find guidance on who should be served and under what circumstances in Section 3 of form [JV-569](#) (*Proof of Service – Petition for Access to Juvenile Case File*). Complete the name and address of each person and agency that is entitled to service. If you are unaware of an individual's address, you may reflect that information in Section 2 of the form. If you are required to serve an agency in Orange County, this packet contains a list of common agency addresses. You should be able to obtain another agency addresses not listed, either online or in a phone book. For each person and agency whose names you listed in Section 3, prepare a copy of form [JV-571](#) (*Notice of Petition for Access to Juvenile Case File*). Blank forms [JV-570](#), [JV-569](#), [JV-571](#) and [JV-572](#) are also located on the Court's public website at: <http://www.occourts.org/forms/formslocal.html> under L-0452 Packet - Request for Order to Inspect Juvenile Case File.



Step Three: *Prepare for mailing.*

At least 10 days before you submit your request to the court, you must mail copies of each of the following four forms to all persons and agencies whose names you listed in Section 3 of form [JV-569](#):

- Completed form [JV-570](#) (*Petition for Access to Juvenile Case File*)
- Completed form [JV-569](#) (*Proof of Service – Petition for Access to Juvenile Case File*)
- Completed form [JV-571](#) (*Notice of Petition for Access to Juvenile Case File*)
- Blank form [JV-572](#) (*Objection to Release of Juvenile Case File*)

PLEASE NOTE: Retain a copy of all forms for yourself and submit all **original** forms to the court.

Step Four: *Submit your request.*

After you have served all persons and agencies with their copies and retained a copy for yourself, submit the **original** forms ([JV-570](#), [JV-569](#), [JV-571](#) and [JV-572](#)) to the court. You may do this in person at the Juvenile Court Clerk's Office, Room 207, on the 2nd Floor of the Lamoreaux Justice Center; or you may mail your request to the address listed at the top of this page.

Step Five: *Wait for the court's response.*

The court will contact you by mail as to the status of your request within ten to twelve weeks. The court may either deny or approve your request or ask you for additional information. In some cases, the court may set your request for a hearing. If your request is approved, you will receive two certified copies of the approval order. Section 3-b of the [JV-574 Order After Judicial Review on Petition for Access to Juvenile Case File](#) will provide instructions on how to obtain access to the records.

Orange County Addresses for these Offices

Public Defender
341 The City Drive, Ste 307
Orange, CA 92868

Orange County District Attorney
341 The City Drive South, Ste. 407
Orange, CA 92868

County Counsel
341 The City Drive, Ste 106
Orange, CA 92868

Probation Department
P.O. Box 10260
Santa Ana, CA 92711

Juvenile Hall
331 The City Drive, Room A-135D
Orange, CA 92868

Juvenile Defenders, LLP
Attorneys at Law
12371 Lewis St., Ste. 201
Garden Grove, CA 92840

J. Michael Hughes
Law Offices of J. Michael Hughes
A Professional Law Corporation
P.O. Box 7218
Newport Beach, CA 92658

Law Offices of Harold La Flamme
2140 W. Chapman Ave., Ste 109
Orange, CA 92868

Orange County Social Services Agency
Attn: Custodian of Records
500 N. State College Blvd.
Orange, CA 92868

PLEASE NOTE: This information sheet/packet contains only “**SAMPLE**” forms. Blank forms can be located on the Court’s public website by clicking [HERE](#). You will then select “Juvenile” and L-0452 Packet – Petition for Access to Juvenile Case File. **REQUIRED FORMS ARE MARKED WITH A RED ASTERISK (*)**.

Further instructions can be found on the reverse side of this form.

JV-570

Petition for Access to Juvenile Case File

Clerk stamps date here when form is filed.

**DRAFT
Not approved by
the Judicial Council**

If you are requesting a court order to obtain access to the juvenile case file of a child who is alive, fill out all items on this form, and file it with the juvenile court. You must also fill out and file Proof of Service— Petition for Access to Juvenile Case File (form JV-569).

If you are a member of the public requesting the juvenile case file of a child who is deceased, you can:

a. Fill out items 1–4 and 7 on this form and file it with the juvenile court. You must then provide a copy of this form to the Custodian of Records of the county child welfare agency, who will then provide notice of this petition.

Or

b. Do not complete the form, and instead request the juvenile case file from the child welfare agency under Welfare and Institutions Code section 10850.4.

Fill in court name and street address:

Superior Court of California, County of

Fill in name and address of the court to whom you are making the request. Note: This field may be pre-populated.

1 Your name: _____

Relationship to child (if any): _____

Street address: _____

City: _____ State: _____ Zip: _____

Telephone number: _____

Lawyer (if any) (name, address, telephone numbers, and State Bar number): _____

Fill in case number, if known:

Case Number:

Provide the case number or write "do not know"

Item 1 REQUIRED - Provide the name, address and telephone number of the person requesting records.

Attorneys must provide bar number

Item 2 REQUIRED - Full name of child whose records are being sought.

Provide date of birth or state "do not know"

2 Name of child (if known): _____

3 Child's date of birth (if known): _____

- 4 a. A petition regarding the child in 2 has been filed under
 - Welfare and Institutions Code section 300
 - Welfare and Institutions Code section 601
 - Welfare and Institutions Code section 602 or

State known cases or state "do not know"

b. I believe the child in 2 died as a result of abuse or neglect. Approximate date of death: _____

Note: You must provide a copy of this completed form to all interested parties if you know their names and addresses.



Your name: **Must be completed**

Case Number: _____

5 The records I want are: *(Describe in detail. Attach more pages if you need more space. If you are an individual involved in a pending proceeding in an appellate court or you are preparing to participate in such a proceeding, you should describe in the Petition for Access the transcripts, reports, and any other evidence considered by the juvenile court at hearings related to the subject of the appeal or writ proceeding. For example, you should describe a report by providing its title (such as, "status review report," "jurisdiction/disposition report," or "CASA report") and the date of the hearing when the document was considered.)*

Item 5 REQUIRED - State in detail the exact records you are requesting and the reason you believe these records exist. If you do not know exactly the records you want, state the type of records you are requesting. State whether you want to a) look at the records or b) receive copies of the records or c) want to disclose them to other persons.

Continued on Attachment 5.

If you need these records for another court case, include the court, case number and future hearing date.

6 The reasons for this petition are:

- a. Civil court case pending in *(name of county)*: _____
Case number: _____ Hearing date: _____
- b. Criminal court case pending in *(name of county)*: _____
Case number: _____ Hearing date: _____
- c. Juvenile court case pending in *(name of county)*: _____
Case number: _____ Hearing date: _____
- d. Writ or appeal case pending in *(name of district)*:
Case number *(if available)*: _____
Hearing dates related to the juvenile court order being challenged or to be challenged on appeal or by writ:

- e. Other *(specify)*: _____
Case number: _____ Hearing date: _____

7 I need the records because *(describe in detail; attach more pages if you need more space)*:

Item 7 REQUIRED - State in detail the reasons you are requesting the records and why the records are relevant to your request. If you need these records for another court case, you must complete item 6 and 7, stating the issues, allegations or dispute in the other case that the child's records will be used to address.

Continued on Attachment 7.

8 I declare under penalty of perjury under the laws of the State of California that the information in this form is true and correct. This means that if I lie on this form, I am guilty of a crime.

Date: **REQUIRED: Completed form must be signed and dated.**

Type or print your name

Sign your name

Clerk stamps date here when form is filed.

① Your name: _____
 Relationship to child (if any): _____
 Street address: _____
 City: _____ State: _____ Zip: _____
 Telephone number: _____
 Lawyer (if any) (name, address, telephone numbers, and State Bar number): _____

Fill in court name and street address:

Superior Court of California, County of

Item 1 REQUIRED: provide the name, address, and phone number of the person requesting records and their relationship to the minor. Attorneys must provide their State Bar Number.

② I was not able to provide notice of this petition to the following because I did not know their names or addresses. If this is a request for the case file of a living child, the clerk must serve a copy of the petition. If this is a request for the case file of a deceased child, the custodian of records must serve a copy of the petition.

a. County counsel or other attorney representing the child welfare agency if petition filed under section 300
 b. District attorney if petition filed under section 601 or 602
 c. Child
 d. Attorney of record for the child
 e. Child's parent
 f. Child's legal guardian
 g. Probation department if petition filed under section 601 or 602
 h. Child welfare agency/custodian of records if petition filed under section 300
 i. Child's identified Indian tribe
 j. Child's CASA volunteer

Fill in case number if known.

Case Number:

Item 2 REQUIRED IF: service was not complete. Check all boxes that apply if you do not know their name or address, or do not know if they participated in the minor's case.

③ If you checked box 2a, 2b, 2g, or 2h, describe the efforts made to locate those addresses and explain why you are unable to locate the addresses:

Item 3 REQUIRED IF: item 2 was marked for 2a, 2b, 2g, or 2h.

④ Copies of *Petition for Access to Juvenile Case File (JV-570)*, *Notice of Petition for Access to Juvenile Case File (JV-571)*, and a blank *Objection to Release of Juvenile Case File (JV-572)* have been served personally or placed in a sealed envelope with postage paid and deposited in the United States mail addressed to the following:

a. County counsel or other attorney representing the child welfare agency if petition filed under section 300 (name and address): _____

Date mailed: _____ or Personally served on (date): _____

Item 4 REQUIRED: you must notify other persons, agencies, or organizations by mailing 3 forms to each one: the JV-570, JV-571, and the JV-572. State the name, address, and date of mailing or date personally served.

Case Number: _____

Your name: _____

- 4 b. District attorney if petition filed under section 601 or 602 (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____
- c. Child (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____
- d. Attorney of record for the child (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____
- e. Child's parent (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____
- f. Child's parent (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____
- g. Child's legal guardian (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____
- h. Probation department if petition filed under section 601 or 602 (*name and address*): _____

 Date mailed: _____ or Personally served on (*date*): _____

Case Number:

Your name: _____

i. Child welfare agency/custodian of records if petition filed under section 300 (name and address):

Date mailed: _____ or Personally served on (date): _____

j. The Indian child's tribal representative (name and address):

Date mailed: _____ or Personally served on (date): _____

k. The child's CASA volunteer (name and address):

Date mailed: _____ or Personally served on (date): _____

5 I declare under penalty of perjury under the laws of the State of California that the information in this form is true and correct. This means that if I lie on this form, I may be guilty of a crime.

Date:



Item 5 REQUIRED: requestor must date, print their name, and sign document.

Type or print your name



Sign your name

Clerk stamps date here when form is filed.

RE: Release of Juvenile Case File and Right to File an Objection

You must provide notice to all those listed in item 2 on Proof of Service—Petition for Access to Juvenile Case File (form JV-569).

TO (names):

Fill in court name and street address:

Superior Court of California, County of _____

① Child's name: _____

② Information relating to the child named in item ① is being sought by (name): _____

Court fills in case number when form is filed.

Case Number: _____

③ The requested information is described in the attached *Petition for Access to Juvenile Case File (form JV-570)*.

④ If you object to the release of these records and information, you must fill out *Objection to Release of Juvenile Case File (form JV-572)* and return it to the court listed at the address above within 10 days of the date you received this notice.

To (names) - **REQUIRED:** list the name of the person, agency, firm or organization who you notified of your request under item 3 of the JV-569.

Item 1 **REQUIRED:** enter the name of the minor whose records are being sought.

Item 2 **REQUIRED:** enter the name of the person requesting the records of the minor.

Signature area is REQUIRED: requestor must date, print their name, and sign document.

Date:

Type or print your name

Sign your name

Warning: If you do not object, the court may grant access to the child's case file.

**Objection to Release of
Juvenile Case File**

Clerk stamps date here when form is filed.

Objections to the release of information and records described in the attached Petition for Access to Juvenile Case File (form JV-570) must be filed with the juvenile court.

① Name of child: _____

② My relationship to the child, if any, is: _____

③ I object to the release of information and records relating to the child named in item ①.

④ I do not want the juvenile court to release the records because *(describe in detail, attach additional pages if necessary)*:

Fill in court name and street address:
Superior Court of California, County of

Court fills in case number when form is filed.
Case Number:

Date:

Type or print your name

▶

Sign your name

Warning: If you do not object, the court may grant access to the child's case file.