

Request for Order to Inspect Juvenile Case File Booklet



SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE

Unless authorized by statute, persons must petition the court to inspect a Juvenile Record.¹
Use the following forms:

- Request for Disclosure of Juvenile Case File (JV)-570)
- Proof of Service-Request for Disclosure (JV-569)
- Notice of Request for Disclosure of Juvenile Case File (JV-571)
- Objection to Release of Juvenile Case File (JV-572)
- Order on Request for Disclosure of Juvenile Case File (JV-573)
- Order After Judicial Review (JV-574)

¹ Authorized parties should use Superior Court of Orange County local form *Declaration in Support of Request to Inspect and/or Copy Juvenile Records Without a Court Order (L-0673)*.

Clerk stamps date here when form is filed.

If you are requesting a court order to obtain the juvenile case file of a child who is alive, fill out all items on this form, and file it with the court. You must also fill out and file Proof of Service—Request for Disclosure (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 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 request.

Or

b. Do not complete the form and 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 case number if known:

Case Number:

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): _____

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**

b. I believe the child in ② died as a result of abuse or neglect. Approximate date of death: _____
If you checked box b, you may skip items 5 and 6.

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



Case Number: _____

Your name: _____

5 The records I want are: *(Describe in detail. Attach more pages if you need more space.)*

Continued on Attachment 5.

6 The reasons for this request 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. Other *(specify)*: _____
Case number: _____ Hearing date: _____


7 I need the records because: *(Describe in detail. Attach more pages if you need more space.)*

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: _____

Type or print your name



Sign your name

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Fill in case number if known:

Case Number:

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): _____

- 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

- ③ Copies of *Request for Disclosure of Juvenile Case File (JV-570)*, *Notice of Request for Disclosure of Juvenile Case File (JV-571)*, and a blank *Objection to Release of Juvenile Case File (JV-572)* have been 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): _____



Case Number:

Your name: _____

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*): _____

④ 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: _____

Type or print your name

Sign your name

**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—
Request for Disclosure (form JV-569).

TO (names):

① Child's name: _____

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

③ The requested information is described in the attached *Request for
Disclosure of Juvenile Case File* (form JV-570).

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

Date: _____

Type or print your name

▶ _____
Sign your name

Clerk stamps date here when form is filed.

Fill in court name and street address:

Superior Court of California, County of

Fill in case number if known:

Case Number:

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

Objections to the release of information and records described in the attached Request for Disclosure of Juvenile Case File (form JV-570) must be filed with the 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 court to release the records because *(describe in detail, attach additional pages if necessary)*:

Date: _____

Type or print your name

▲

Sign your name

Clerk stamps date here when form is filed.

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


Fill in case number if known:
Case Number:

*Clerk stamps date here when form is filed.***The court finds and orders:**

- ① The child is alive and the request is denied. The applicant has not shown good cause for the release of the requested records.
- ② The child is alive and the court sets a hearing on the request. Applicant has shown good cause for release of the juvenile case file, but the court must balance the interests of the applicant, the child, other parties to the juvenile court proceedings, and the public. Clerk to send notice under rule 5.552 of the California Rules of Court.
Date of hearing: _____
Time of hearing: _____
Location: _____
- ③ The child is alive and the court will conduct a review of the juvenile case file and any filed objections.
- ④ The child is deceased and the court sets a hearing on the request.
Date of hearing: _____
Time of hearing: _____
Location: _____
- ⑤ The child is deceased and the court will conduct a review of the juvenile case file and any filed objections.

*Fill in court name and street address:***Superior Court of California, County of***Fill in child's name and date of birth:***Child's Name:****Date of Birth:***Fill in case number***Case Number:**

Date: _____



Judge (or Judicial Officer)

Clerk stamps date here when form is filed.

1 Name of applicant: _____

The court finds and orders:

2 After a review of the juvenile case file and review of any filed objections and a noticed hearing, the court denies the request. Disclosure is not in the best interest of the child.

3 After a review of the juvenile case file and review of any filed objections and a noticed hearing, the court grants the request. The applicant has shown by a preponderance of the evidence that the records requested are necessary and have substantial relevance to the legitimate needs of the applicant. The court has balanced these needs with the child's best interest. The court finds the need for disclosure outweighs the policy considerations favoring confidentiality of juvenile records.

a. The following records may be disclosed:

b. The procedure for providing access is:

c. See attached.

4 The child is deceased, and the request is granted.

a. The court has read and considered the following:

b. There is a presumption under Welfare and Institutions Code section 827(a)(2)(B) in favor of the release of the documents unless a statutory reason for confidentiality is shown to exist. The court has balanced only the interests of the child who is the subject of the juvenile case file and the interests of other children who may be named in the file with _____.

Fill in court name and street address:

Superior Court of California, County of

Fill in child's name and date of birth:

Child's Name:
Date of Birth:

Fill in case number:

Case Number:

Case Number: _____

Your name: _____

4 c. The following records may be disclosed:

d. The procedure for providing access is:

e. Any information that relates to another child or could identify another child, except for information about the deceased, must be redacted.

f. See attached.

5 The child is deceased and the request is denied. The court finds by a preponderance of the evidence that disclosure of the juvenile case file or of any portion of it is detrimental to the safety, protection, or physical or emotional well-being of another child who is directly or indirectly connected to the juvenile case that is the subject of the request.

Additional orders:

6 Applicant may not give the information to anyone who is not specified in Welfare and Institutions Code section 827 or 827.10.

7 Disclosure subject to protective order (*list orders*): _____

8 Release of records listed in item 3a only.

9 Release of records with redaction.

10 Other:

11 See attached.

Date: _____

▶ _____
Judge (or Judicial Officer)