

Superior Court of California County of Orange, Lamoreaux Justice Center

Juvenile Court
Attn: Juvenile Records 828 Desk
341 The City Drive South, # 207
Orange CA 92868-3205
Phone: (657) 622-5500

Request for Release of Law Enforcement Agency Police Reports Information Sheet – JV-575 828 Petition to Obtain Report of Law Enforcement Agency (Welfare & Institutions Code Section 827 and California Rules of Court, Rule 5.552)

Juvenile records are confidential pursuant to WIC § 827. If you would like to review or obtain copies of a police report that involves a juvenile you are required to ask the Juvenile Court for permission. Pursuant to the amendment of Labor Code Section 432.7, 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-575 (Petition to Obtain Report of Law Enforcement Agency). You may print legibly in black ink, type on the form, or fill it out online. Indicate the name of the police department from whom you are requesting the report and the report number in Box # 3. Describe in detail the reason why you believe the records exist, how you intend to use them, and why the records are relevant to your intended purpose in Box # 4.

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

You must serve the District Attorney, Probation Department and the police agency from whom you are requesting the report. This packet contains a list of addresses for the District Attorney, Probation Department and Orange County police agencies.

You cannot request records without notifying other persons or agencies that have a right to be aware of your request. Use the attached form JV-569 (Proof of Service-Request for Disclosure) and form MC-025 (Attachment to JV-569) for proof of service. On the JV-569 form, complete the name and address of each person and agency entitled to service. If you know there may be other juveniles mentioned in the police report, you must also serve those juveniles and their parents if their addresses are known. Check the "Date mailed" or "Personally served" Box for each person or agency served and type or print your name, sign and date form JV-569. On the MC-025 form, type or print the name and address of the police agency served and the date mailed or personally served. Blank forms JV-575, JV-569 and MC-025 are also located on the Court's public website at: <http://www.occourts.org/forms/formslocal.html> under L-0453 Packet - Request to Obtain Report of Law Enforcement.

Step Three: *Prepare for mailing.*

At least 10 days before you submit your request to the court, you must mail or personally serve copies of each of the following four forms to all persons and agencies whose names you listed in the JV-569 proof of service and MC-025 attachment forms:

- Completed form JV-575 (*Petition to Obtain Report of Law Enforcement Agency*)
- Completed form JV-569 (*Proof of Service-Request for Disclosure*)
- Completed form MC-025 (*Attachment to JV-569*)
- Blank form JV-572 (*Objection to Release of Juvenile Case File*)

Step Four: *Submit your request.*

After you have served copies on all persons and agencies and **retained a copy for yourself**, submit the **original** forms (JV-575, JV-569 and MC-025) 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 grant your request or ask for additional information. In some cases, the court may set your request for a hearing. If your request is granted, you will receive two certified copies of the order in the mail with instructions. Take the two certified copies of the order and a valid California ID with you to obtain your copy of the police report.

Orange County Addresses for Service as to the 828 petition (page 1)

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

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

Anaheim Police Department
Attn: Records Supervisor
P.O. Box 3369
Anaheim, CA 92803-3369

Brea Police Department
Attn: Records Supervisor
1 Civic Center Circle
Brea, CA 95821-5732

Buena Park Police Department
Attn: Records Supervisor
P.O. Box 5009
Buena Park, CA 90622-5009

Costa Mesa Police Department
Attn: Records Supervisor
P.O. Box 1200
Costa Mesa, CA 92628-1200

Cypress Police Department
Attn: Records Supervisor
5275 Orange Ave.
Cypress, CA 90360

Dana Point Police Services
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Fountain Valley Police Department
Attn: Records Supervisor
10200 Slater Ave
Fountain Valley, CA 92708

Fullerton Police Department
Attn: Records Supervisor
237 W. Commonwealth
Fullerton, CA 92832

Garden Grove Police Department
Attn: Records Supervisor
P.O. Box 3070
Garden Grove, CA 92842-3070

Huntington Beach Police Department
Attn: Records Supervisor
P.O. Box 70
Huntington Beach, CA 92648-0070

Irvine Police Department
Attn: Records Supervisor
P.O. Box 19575
Irvine, CA 92623-9575

La Habra Police Department
Attn: Records Supervisor
150 N. Euclid Street
La Habra, CA 90631

La Palma Police Department
Attn: Records Supervisor
7792 Walker Street
La Palma, CA 90623

Orange County Addresses for Service as to the 828 petition (page 2)

Laguna Beach Police Department
Attn: Records Supervisor
505 Forest Ave.
Laguna Beach, CA 92651

Orange Police Department
Attn: Records Supervisor
1107 N. Batavia Street
Orange, CA 92867-4615

Laguna Hills Police Department
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Placentia Police Department
Attn: Records Supervisor
401 E. Chapman Ave.
Placentia, CA 92870

Laguna Niguel Police Services
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Rancho Santa Margarita Police Department
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Laguna Woods Police Department
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

San Juan Capistrano Police Services
Serve Via Orange County Sheriff's Dept
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Lake Forest Police Services
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Santa Ana Police Department
Attn: Records Supervisor
P.O. Box 1981
Santa Ana, CA 92702-1981

Los Alamitos Police Department
Attn: Records Supervisor
3201 Katella Ave.
Los Alamitos, CA 90702

Seal Beach Police Department
Attn: Records Supervisor
911 Seal Beach Blvd.
Seal Beach, CA 90740

Mission Viejo Police Department
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Stanton Police Department
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Orange County Addresses for Service as to the 828 petition (page 3)

Newport Beach Police Department
Attn: Records Supervisor
P.O. Box 7000
Newport Beach, CA 92658-7000

Orange County Sheriff's Department
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Tustin Police Department
Attn: Records Supervisor
300 Centennial Way
Tustin, CA 92780

Vila Park Police Department
Serve Via Orange County Sheriff's Dept.
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

Westminster Police Department
Attn: Records Supervisor
8200 Westminster Blvd.
Westminster, CA 92683

Yorba Linda Police Department
Serve Via Orange County Sheriff's Department
Attn: Special Services Supervisor
P.O. Box 449
Santa Ana, CA 92702-0449

PLEASE NOTE: This information sheet/packet contains only “SAMPLE” forms. Blank forms can be located on the Court’s public website. Under Locally Approved Forms, you will select “Juvenile” and L-0453 Packet – Request to Obtain Report of Law Enforcement. **REQUIRED FORMS ARE MARKED WITH AN ASTERISK (*).**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY	
TELEPHONE NO.:	FAX NO. (Optional):		
E-MAIL ADDRESS (Optional):			
ATTORNEY FOR (Name):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
STREET ADDRESS:			
MAILING ADDRESS:			
CITY AND ZIP CODE:			
BRANCH NAME:			
CHILD'S NAME:		CASE NUMBER:	
CHILD'S DATE OF BIRTH:			
PETITION TO OBTAIN REPORT OF LAW ENFORCEMENT AGENCY		RELATED CASES (if any):	
1. Petitioner's name and address (if representing another person, organization, or agency, provide names and addresses):			
2. Petitioner's relationship to child (if any):			
3. Police department or law enforcement agency possessing records:			
Report number:			
4. The reasons for this request are: (Describe in detail. Attach additional pages if necessary.)			
<input type="checkbox"/> Continued in Attachment 4.			
5. <input type="checkbox"/> The Notice to Child and Parent/Guardian Re: Release of Juvenile Police Records and Objections (form JV-580) was served on the <input type="checkbox"/> child or <input type="checkbox"/> parent on (date):			

REQUIRED: Provide the name, address and phone number of the person requesting report. Attorneys must provide bar identification number.

REQUIRED: Provide the name and date of birth of child. If not known, put unknown.

REQUIRED: Item 1 must be complete

REQUIRED: Item 2 must be complete

REQUIRED: Item 3 must be complete. Identify name of police department or law enforcement agency and report #. If report # is not known, put "unknown" and list date range of report.

REQUIRED: Item 4 must be complete. If the reason for the request is employment, refer to California Labor Code section 432.7(a)(2) and (3) effective 1/1/17 and its prohibitions on disclosure of juvenile case file information.

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Date: _____
(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

Number of pages attached: _____

PETITION GRANTED PETITION DENIED
 ADDITIONAL ORDERS:

Date: _____
JUDICIAL OFFICER

REQUIRED: Petition must be signed and dated; Name must be typed or printed.

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

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.

Fill in case number if known.

Case Number:

- 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 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:

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 1 REQUIRED:

Provide the name, address and phone number of the person requesting records and their relationship to the child. Attorneys must provide bar identification number.

Item 2 REQUIRED:

Check boxes a-j if you do not know their name or address, or do not know if they participated in the child's case.

Item 3 REQUIRED:

You must notify other persons, agencies or organizations by mailing 3 forms to each one: The JV-570, JV-571 and JV-572. State the name, address and the date mailed or personally served.



Your name:

Required: Your name

Case Number:

- 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*): _____

SEE form MC-025 (Attachment to form JV-569) for Police Agency service instructions.



Your name: _____

Case Number: _____

- 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:

Type or print your name

▶ _____
Sign your name

Item 5
REQUIRED:
You must date
the form, type
or print your
name, and
sign the form.

SHORT TITLE:	CASE NUMBER:
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ATTACHMENT (Number): 1

(This Attachment may be used with any Judicial Council form.)

JV-569 Proof of Service CONTINUATION PAGE

3.

1. Police Department or Law Enforcement Agency possessing records (name and address):

REQUIRED: Type or Print the Name and Address of the Police Department of Law Enforcement Agency possessing records.

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

REQUIRED: Type or Print the date mailed or the date personally served on the Police Department or Law Enforcement Agency.

(If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)