

Request for Release of Police Reports



SUPERIOR COURT OF CALIFORNIA COUNTY OF ORANGE

Persons must petition the Juvenile Court to obtain a police report that relates to the taking of a minor into custody.

Use the following forms:

- Petition to Obtain Report of Law Enforcement Agency (form JV-575)
- Notice to Child and Parent/Guardian Re: Release of Juvenile Police Records and Objection (form JV-580)
- Proof of Service—Juvenile (form JV-510)
- Proof of Service—Juvenile (Additional Persons Served) (form JV-510(A))

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

Information Sheet – Request for Release of Police Reports (Welf. & Inst. Code, §§ 827, 828, and Cal. Rules of Court, rule 5.552)

Juvenile records are confidential pursuant to Welfare & Institutions Code sections 827 and 828. If you would like to review or obtain copies of a police report relating to the taking of a minor into custody, you are required to ask the Juvenile Court for permission. **Police reports that do not relate to the taking of a minor into custody may be obtained directly from the respective law enforcement agency.** Pursuant to Labor Code section 432.7, an employer, whether a public agency or private individual or corporation, generally may not seek an applicant's juvenile record to utilize as a factor in determining any condition of employment, absent the application of an exception to Labor Code section 432.7.

Step One: Fill out your petition.

Fill out the 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.

- Write the name of the law enforcement agency from whom you are requesting the police 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 petition.

You **must serve** the completed form JV-575 (Petition to Obtain Report of Law Enforcement Agency) and a completed form JV-580 (Notice to Child and Parent/Guardian Re: Release of Juvenile Police Records and Objection) on:

- Office of District Attorney,
- Orange County Probation Department,
- The law enforcement agency from which you are requesting the police report, and
- Any juveniles you believe are mentioned in the police report and their parents or guardians, if their addresses are known.

You cannot request police reports without notifying these persons and agencies that have a right to be aware of your request.

This packet contains a list of addresses for the Office of District Attorney, Orange County Probation Department, and Orange County law enforcement agencies.

Step Three: Complete the proof of service.

Use the attached form JV-510 (Proof of Service-Juvenile) for proof of service. A form JV-510(A) can be used if additional persons or agencies need to be provided notice of your form JV-575. On the form JV-510 and the form JV-510(A):

- Complete the name and address of each person and agency entitled to notice of your form JV-575.
- In the first paragraph of the form JV-510, list the form JV-575 and form JV-580 that will be served. For example, you could state the following: *I served a copy of the form JV-575 and the form JV-580.*
- Write the name, mailing or electronic service address, date of service, and method of service for each person or agency to be served.

Blank forms JV-575, JV-580, JV-510, and JV-510(A) 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 Four: Complete service by mail or personally.

At least twenty (20) 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 form JV-510 and the form JV-510(A):

- Completed form JV-575 (Petition to Obtain Report of Law Enforcement Agency).
- Completed form JV-510 (Proof of Service-Juvenile).
- Completed form JV-510(A) (Attachment to Proof of Service-Juvenile (Additional Persons Served)), if this form was necessary; and
- Completed form JV-580 (Notice to Child and Parent/Guardian Re: Release of Juvenile Police Records and Objection).

Step Five: Submit your request to the Court.

After you have served copies on all persons and agencies and retained a copy for yourself, submit the original forms (JV-575, JV-580, JV-510 and JV-510(A)) 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 Six: 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 grant your petition, deny your petition, or ask for additional information. In some cases, the Court will set a hearing to address your petition. If your petition 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 from the applicable law enforcement agency.

Addresses for service of the petition materials (page 1)

Office of District Attorney- Juvenile Matters
341 The City Drive South, Ste. 407
Orange, CA 92868

Orange County 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

Addresses for service of the petition materials (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

Addresses for service of the petition materials (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.

(Link: [Home | Superior Court of California | County of Orange \(occourts.org\)](#))

1. Under Forms & Filing, select “*Forms.*”
2. Under Forms, click on tab, “[Forms by Packet](#)” select “[Juvenile Law.](#)”
3. Select all items in the L-0453 Packet – Request for Release of Police Reports.

REQUIRED FORMS ARE MARKED WITH AN ASTERISK (*).

- L-0453* Packet – Request for Release of Police Reports--Information Sheet and Sample forms
 - Sample JV-575* (Petition to Obtain Report of Law Enforcement Agency).
 - Sample JV-580* (Notice to Child and Parent/Guardian Re: Release of Juvenile Police Records and Objection).
 - Sample JV-510* (Proof of Service-Juvenile).
 - Sample JV-510(A) (Attachment to Proof of Service-Juvenile (Additional Persons Served), if needed).

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):	FOR COURT USE ONLY
TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):	FAX NO. (Optional):
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
CASE NAME:	
NOTICE TO CHILD AND PARENT/GUARDIAN RE: RELEASE OF JUVENILE POLICE RECORDS AND OBJECTION	CASE NUMBER:

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

REQUIRED: Provide the child's name.

REQUIRED: You must serve Notice to:

- The District Attorney,
- Probation Department,
- The law enforcement agency from whom you are requesting the police report, and
- Any juveniles you believe that are mentioned in the police report and their parents or guardians, if their addresses are known.

You cannot request police reports without notifying these persons and agencies that have a right to be aware of your request.

NOTICE TO CHILD AND PARENT/GUARDIAN

TO (names):

1. Please take notice that a copy of your juvenile police records is being sought by (name):

REQUIRED: Provide the Petitioner's name from JV-575 –Item #1

2. The requested records are described in the attached *Petition to Obtain Report of Law Enforcement Agency (Juvenile)* (form JV-575).

3. If you object to the disclosure of these records, you must do one of the following before the date specified in item a or b below:
- If this notice was served on you by mail or confirmed fax, you must submit your objection to the law enforcement agency in possession of the records within 20 days of the date you receive this notice.
 - If this notice was served on you by personal service, you must submit your objection to the law enforcement agency in possession of the records within 15 days of the date you receive this notice.

WARNING: If your objection is not received by the law enforcement agency in possession of the records before the date specified in item 3, your records may be produced or otherwise be made available to the person or entity listed in item 1.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF REQUESTING PERSON)

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

OBJECTION TO RELEASE OF RECORDS

Objections to the release of the records described in the attached *Petition to Obtain Report of Law Enforcement Agency (Juvenile)* (form JV-575) must be sent to the originating law enforcement agency.

- I object to the production of my juvenile police records to the person or entity specified above.
- I object only to the production of the following specified records:

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF OBJECTING PERSON)

Note: Objections are to be signed by the person objecting. **Petitioner should leave this blank.**

ATTORNEY OR PARTY WITHOUT ATTORNEY		STATE BAR NUMBER:	FOR COURT USE ONLY
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NO.:	FAX NO.:		
E-MAIL ADDRESS:			
ATTORNEY FOR (18979):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
STREET ADDRESS:			
MAILING ADDRESS:			
CITY AND ZIP CODE:			
BRANCH NAME:			
CASE NAME:			
PROOF OF SERVICE—JUVENILE			CASE NUMBER:

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

REQUIRED: Provide the child's name.

REQUIRED: List the forms that will be served.
For example, "I served a copy of the form JV-575 and the form JV-580.)"

REQUIRED: Write the name, mailing or electronic service address, date of service, and method of service for each person or agency to be served.

Note: A form JV-510(A) can be used if additional persons or agencies need to be provided notice of your form JV-575.

REQUIRED: Complete service by mail or personally at **least twenty (20) days before** you submit your request to the Court. You must personally serve copies of each of the following four (4) forms to all persons and agencies whose names you listed on this form and form JV-510(A).

- Completed JV-575
- Completed JV-510
- Completed JV-510(A), if necessary
- Completed JV-580

I served a copy of the *(name of document)* on *(hearing date, if applicable)* on the following persons or entities by personally delivering a copy to the person served, OR by delivering a copy to a competent adult at the usual place of residence or business of the person served and thereafter mailing a copy by first class mail to the person served at the place where the copy was delivered, OR by placing a copy in a sealed envelope and depositing the envelope directly in the U.S. mail with postage prepaid or at my place of business for same-day collection and mailing with the U.S. mail, following our ordinary business practices with which I am readily familiar, OR by delivering a copy by electronic means at the electronic service address indicated below:

1. <input type="checkbox"/> Social worker <input type="checkbox"/> Probation officer	<input type="checkbox"/> Attorney
a. Name:	a. Name:
b. Mailing or electronic service address:	b. Mailing or electronic service address:
c. Date of service:	c. Date of service:
d. Method of service:	d. Method of service: <input checked="" type="checkbox"/>
2. <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal guardian	<input type="checkbox"/> Attorney
a. Name:	a. Name:
b. Mailing or electronic service address:	b. Mailing or electronic service address:
c. Date of service:	c. Date of service:
d. Method of service:	d. Method of service: <input checked="" type="checkbox"/>
3. <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal guardian	<input type="checkbox"/> Attorney
a. Name:	a. Name:
b. Mailing or electronic service address:	b. Mailing or electronic service address:
c. Date of service:	c. Date of service:
d. Method of service:	d. Method of service: <input checked="" type="checkbox"/>
4. <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal guardian	<input type="checkbox"/> Attorney
a. Name:	a. Name:
b. Mailing or electronic service address:	b. Mailing or electronic service address:
c. Date of service:	c. Date of service:
d. Method of service:	d. Method of service: <input checked="" type="checkbox"/>

CASE NAME: _____	CASE NUMBER: _____
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REQUIRED: Provide the child's name.

- | | |
|--|--|
| <p>5. <input type="checkbox"/> Child (if 10 years of age or older)</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>6. <input type="checkbox"/> Child (if 10 years of age or older)</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>7. <input type="checkbox"/> Child's sibling</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>8. <input type="checkbox"/> CASA volunteer</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>10. <input type="checkbox"/> Tribe/Bureau of Indian Affairs</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>12. <input type="checkbox"/> Indian custodian</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> | <p><input type="checkbox"/> Attorney</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p><input type="checkbox"/> Attorney</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p><input type="checkbox"/> Attorney</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>9. <input type="checkbox"/> Child's caregiver/De facto parent</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>11. <input type="checkbox"/> Grandparent</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> <p>13. <input type="checkbox"/> Other (specify): _____</p> <p>a. Name: _____</p> <p>b. Mailing or electronic service address: _____</p> <p>c. Date of service: _____</p> <p>d. Method of service: _____</p> |
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Additional persons served are listed on form JV-510(A) Attachment to Proof of Service—Juvenile (Additional Persons Served)

14. At the time of service I was at least 18 years of age. If service was made in person or by mail, I am not a party to this matter. I am a resident of or employed in the county where the service occurred. My residence or business mailing address, or my electronic service address is (specify): _____

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: _____

<p>(TYPE OR PRINT NAME)</p>		<p>(SIGNATURE)</p>
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REQUIRED: Must be signed and dated; Name must be typed or printed.

CASE NAME:	CASE NUMBER:
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ATTACHMENT TO PROOF OF SERVICE—JUVENILE (ADDITIONAL PERSONS SERVED)

This Attachment is for use with form JV-510, *Proof of Service—Juvenile*.

Note: Form JV-510(A) can be used as an attachment to form JV-510 if additional persons or agencies need to be provided notice of your form JV-575.

REQUIRED: Provide the child's name.

1. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
2. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
3. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
4. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
5. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
6. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
7. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
8. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
9. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
10. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
11. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
12. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
13. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service:
14. Other (specify):
 - a. Name:
 - b. Mailing or electronic service address:
 - c. Date of service:
 - d. Method of service: