



- ☐ The county counsel, city attorney, or any other attorney representing the petitioning agency in a dependency action.
- ☐ A member of a child protective agency as defined in Penal Code section 11165.9.
- ☐ An assigned social worker or probation officer charged with review of court records for purpose of making a written recommendation to the court in a social study report pursuant to Welfare and Institutions Code section 241.1 for determination of dual status suitability of a current dependent or ward of the court.
- ☐ A Court Appointed Special Advocate (CASA), or CASA administrative personnel.
- ☐ The California Department of Social Services in order to carry out its duty to oversee and monitor county child welfare agencies, children in foster care or receiving foster-care assistance, and out-of-state placements, or authorized legal staff or special investigators who are peace officers employed by, or who are authorized representatives of the State Department of Social Services, as necessary for the performance of their duties to inspect, license, and investigate community care facilities, to ensure that the standards of care and services provided in those facilities are adequate and appropriate, and to ascertain compliance with the rules and regulation to which the facilities are subject.
- ☐ The Juvenile Justice Commission.
- ☐ An Indian child's tribe that has intervened in the child's case.
- ☐ The Department of Justice, to carry out its duties pursuant to Penal Code sections 290.008 and 290.08 as the repository for sex offender registration and notification in California.
- ☐ The Department of Justice for the purpose of determining if the person is suitable to purchase, own, or possess a firearm consistent with Penal Code section 29820 and Welfare and Institutions Code section 786(g)(1)(J).
- ☐ An individual other than a person described in Welfare and Institutions Code sections 827 (a)(1)(A) to (a)(1)(P) who files a notice of appeal or petition for writ challenging a juvenile court order, or who is a respondent in that appeal or real party in interest in that writ proceeding, seeking to inspect or copy, for purposes of that appeal or writ proceeding, any records in a juvenile case file to which the individual was previously granted access by the juvenile court pursuant to Welfare and Institutions Code section 827(a)(1)(Q), including any records or portions thereof that are made a part of the appellate record.
- ☐ An attorney in an administrative hearing involving the minor or nonminor only as necessary to meet the requirements of Welfare and Institutions Code sections 10952 and 10952.5. The attorney acknowledges that the confidential information shall remain confidential for purposes of the administrative proceeding and be available only to the judge or hearing officer and parties to the case. The confidential information shall be sealed after the conclusion of the administrative hearing and shall not subsequently be released except in accordance with this subdivision.
- ☐ The California Department of Social Services, for the purpose of completing the required duties pursuant to an order setting aside an adoption, which includes vacating or setting aside a customary tribal adoption, filing a full report with the court within sixty (60) days after the notice of a petition to set aside the adoption, and for representing the adopted child to determine if an order of adoption is to be set aside. (Welfare and Institutions Code sections 366.26 and 827).

**NOTE:** A Request for Release of Juvenile Case File (JV-570) **must** be submitted to the Presiding Judge of the Juvenile Court for review if copies of sealed records are being requested under number one (1) above.

2. I understand that I am not authorized to receive copies of the juvenile case file without a court order. I am or represent one of the following individuals and entities that may inspect a juvenile case file without a court order.
- ☐ A member of the child's multidisciplinary teams, person or agency providing treatment or supervision of the child.
  - ☐ A statutorily authorized or court-appointed investigator who is conducting an investigation pursuant to Family Code section 7663, 7851, or 9001, or who is actively participating in a guardianship case involving a minor

pursuant to Probate Code section 1500, et. seq. and acting within the scope of the investigator's duties in that active case.

- ☐ A local child support agency for the purposes of establishing paternity and establishing and enforcing child support orders.
- ☐ A judge, commissioner or other hearing officer assigned to a family law or probate case involving the minor, or the following person, if actively participating in the family law or probate case: A court-appointed mediator or evaluator conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Family Code sections 3111 or 3118, and counsel appointed for the minor in the family law case pursuant to Family Code section 3150. **Counsel for the minor on related matters is required to provide a copy of the court order appointing him/her as minor's counsel.**
- ☐ A child welfare agency of a county responsible for the supervision and placement of a minor or nonminor dependent for the purpose of determining an appropriate placement or service that has been ordered for the minor or nonminor dependent by the court pursuant to Welfare and Institutions Code section 786(g)(1)(H).
- ☐ A probation officer who is preparing a report pursuant to Welfare and Institutions section 1178 on behalf of a person who was in the custody of the Department of Corrections and Rehabilitation, Division of Juvenile Justice and who has petitioned the Board of Juvenile Hearings for an honorable discharge.
- ☐ The superintendent or designee of the school district where the minor is enrolled or attending school.

**NOTE:** A Request for Release of Juvenile Case File (JV-570) **must** be filed if copies of records are requested under number two (2) above. Authorization may be ordered only by the Presiding Judge of the Juvenile Court.

3. **INSPECTION OF RECORDS:** I have read and agree to the following terms:

- a. Any information contained in the records shall not be disclosed or disseminated to any person, unless otherwise ordered by the Juvenile Court.
- b. Records may be received in an electronic format for inspection on site at Juvenile Court.
- c. Records contained in the juvenile case file shall not be altered, deleted, transmitted, copied, or photographed by any means.
- d. Records placed in a confidential or sealed envelope shall NOT be opened or viewed without a court order.
- e. The Court may monitor the inspection of the records for compliance with the court's order.

4. **COPY OF RECORDS:** I have read and agree to the following terms:

- a. Any information contained in the records shall not be disclosed or disseminated to any person, unless otherwise ordered by the Juvenile Court.
- b. Records placed in a confidential or sealed envelope shall NOT be opened or viewed without a court order.

**RECORD LOCATION:**

5. The records I am requesting to ☐ inspect and/or ☐ receive copies of are held by:

☐ Juvenile Court Records Custodian    ☐ Juvenile Probation Department    ☐ Social Services Agency

☐ Court Reporter Transcript reported by (Name): \_\_\_\_\_ Dept: \_\_\_\_\_

For Date(s): \_\_\_\_\_ Other: \_\_\_\_\_

**NOTE:** Requesting Party to pay for transcript.

**ATTORNEY/AGENCY INFORMATION**

State Bar #: \_\_\_\_\_ Client (minor, parents, etc.): \_\_\_\_\_ Court: \_\_\_\_\_

Client's relationship to subject of juvenile court records: \_\_\_\_\_

6. I understand the above warning regarding dissemination of juvenile court records. I will abide with the terms set forth for inspection and receipt of copies of the juvenile court records.

I declare under penalty of perjury under the law of the State of California that the foregoing is true and correct.

Date:

\_\_\_\_\_  
Type or print your name

\_\_\_\_\_  
Signature



Superior Court of California  
County of Orange

Juvenile Court  
Copy Work Request

(APPROXIMATE PROCESSING TIME: 2 WEEKS)

Mark the box to have copies certified

☐ Copies Certified (\$40 certification fee per page or per set of copies, pursuant to Gov. Code § 70626)  
(Government agencies exempt in accordance with Gov. Code §§ 70627 and 70633)

**Please specify below document to be copied:**

(i.e., type of document such as minute order and file date of document or hearing date)

**Note:** To prevent any delay in processing, you must be as specific as possible. If there are no specific dates indicated, you will only receive the most recent entry of the requested document.

1.	2.
3.	4.
5.	6.

Comments / Work Requested:

FOR OFFICE USE ONLY

PRIORITY LEVEL:

☐ RUSH

☐ UPCOMING HEARING: \_\_\_\_\_

DELIVERY:

☐ MAIL

☐ E-MAIL: \_\_\_\_\_

☐ PICK-UP

TOTAL PAGES COPIED: \_\_\_\_\_

☐ PAID CERTIFICATION FEE (\$40)

PROCESSED BY: \_\_\_\_\_

COMPLETED ON: \_\_\_\_\_