



SUPERIOR COURT OF CALIFORNIA

COUNTY OF TULARE

www.tulare.courts.ca.gov
(559) 737-5500

REQUEST FOR DISCLOSURE OF JUVENILE CASE FILE

Forms included in this packet:		
To read	Instructions	This packet
To file/lodge	Request for Disclosure of Juvenile Case File	Judicial Council Form # JV-570
	Notice of Request for Disclosure of Juvenile Case File	Judicial Council Form # JV-571
	Order on Request for Disclosure of Juvenile Case File	Judicial Council Form # JV-573
	Order After Judicial Review	Judicial Council Form # JV-574
To Serve	Objection to Release of Juvenile Case File	Judicial Council Form # JV-572
For you to file after service	Proof of Service – Request for Disclosure	Judicial Council Form # JV-569

INSTRUCTIONS

This packet contains the forms you need to request disclosure of a Juvenile Court case file. These instructions will explain how to complete these forms and the process of obtaining a court order to disclose the file.

No Fee: There is **no** fee to file these forms.

You will fill out the following forms to start your request:

- **Form JV-570 – Request for Disclosure of Juvenile Case File**
- **Form JV-571 – Notice of Request for Disclosure of Juvenile Case File**
- **Form JV-573 – Order on Request for Disclosure of Juvenile Case File**
- **Form JV-574 – Order After Judicial Review**

You can hand-write the forms in this packet, or you can also fill them out online at <http://www.courts.ca.gov/forms.htm> and print them out to file.

Complete the following forms:

- 1. JV-570 – Request for Disclosure of Juvenile Case File**
 - Fill in sections 1, 2 and 3.
 - Check the appropriate box for section 4 if you know.
 - In section 5, explain exactly what records you are requesting.
 - In section 6, fill in the information about the case you need the records for.
 - In section 7, explain in detail why you are requesting the records and why they are relevant or necessary for the hearing or purpose for which you need them.
 - At the bottom of the page, write the date, print your name, and sign.
- 2. JV-571 – Notice of Request for Disclosure of Juvenile Case File**
 - Complete the 'TO (*names*)' section - list all of the individuals who must receive a copy of the notice (see below under "Serving Your forms")
 - In section 1, write the child's name.
 - In section 2, write your name.
 - At the bottom of the page, write the date, print your name, and sign.
- 3. JV-573 – Order on Request for Disclosure of Juvenile Case File**
 - Write the child's name, date of birth, and the case number.
- 4. Form JV-574 – Order After Judicial Review**
 - Write your name in section 1
 - Write in the child's name, date of birth and the case number.

Serving Your Forms

Make 2 copies of each of your completed forms. Keep the original to file with the court clerk and one copy for your own records. You will serve the other copy on the people or agencies who must be informed about the request. You can make more copies from this copy so that you have enough to mail to everyone on the list.

Serve copies of the following forms by mail (“Service” means someone 18 or older, not involved in the case, will mail the following forms to everyone who must be told about your request):

1. **JV-570 – Request for Disclosure of Juvenile Case File**
2. **JV-571 – Notice of Request for Disclosure of Juvenile Case File**
3. **JV-572 – Objection to Release of Juvenile Case File (blank)**

Each of the following people/agencies must be served:

- ✓ **Office of County Counsel**
Attn: Protective Custody Unit
2900 W. Burrell Ave
Visalia, CA 93291
- ✓ **Child Welfare Services**
Attn: Court Unit
11200 Avenue 368, Room 209
Visalia, CA 93291
- ✓ **Office of the District Attorney**
11200 Avenue 368, Room 101
Visalia, CA 93291
- ✓ **Tulare County Probation Department**
11200 Avenue 368, Room 102
Visalia, CA 93291
- ✓ The **child** and **child’s attorney of record**
- ✓ The **parents or guardian of the child if the child is under 18 years of age**
- ✓ **Indian child’s tribe**
- ✓ The **child’s CASA volunteer**

The person who mails these forms for you must complete and sign the **Proof of Service - Request for Disclosure (Judicial Council Form # JV-569)**, stating who was served, when and where the service took place.

Filing the Documents

Take the **originals and one copy of each** of the following forms to the clerk at the Juvenile Division of the court at 11200 Avenue 368, Visalia, CA 93291.

- **Form JV-570 – Request for Disclosure of Juvenile Case File**
- **Form JV-571 – Notice of Request for Disclosure of Juvenile Case File**
- **Form JV-573 – Order on Request for Disclosure of Juvenile Case File**
- **Form JV-574 – Order After Judicial Review**
- **Form JV-569 - Proof of Service - Request for Disclosure**

When you file the Proof of Service, the court will know that the parties who were required to receive notice were all notified of the request in a legally correct way. If any of these parties does not file an objection, the court will know that it was not because they did not know about the request.

The Clerk will stamp the originals and keep them for the court file, and will lodge (keep in the file) the orders for the judge to sign. The court will give you back your copies of the **Request**, **Notice**, and **Proof of Service**. These copies are for you to keep for your records.

Next Steps

The court clerk will give your documents to the judge, who will carefully review and consider your request. The judge may grant, deny, or set your request for hearing. If the court sets a hearing, the court clerk will send a notice to you and all parties telling you the date, time and courtroom where you should come to discuss your request. If the court sets a hearing, you can bring the **Proof of Service** to show the judge in case the original is not in the file.

Further Assistance

If you need further assistance, please contact the Self-Help Resource Center at 3400 W. Mineral King, Suite C, Visalia or 300 E. Olive Street, Porterville (inside the South County Justice Center). Call: 559-737-5500 or email tcscselfhelpinfo@tulare.courts.ca.gov. The Resource Center cannot give you legal advice or tell you what to say to the judge about why you need the records, but staff can review your forms and tell you if they are complete and correct before you file.

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 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): _____



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:

Type or print your name



Sign your name

Clerk stamps date here when form is filed.

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 1–5 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 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: _____

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: _____

5 The records I want are: (Describe in detail. Attach more pages if you need more space. If you are involved in a pending proceeding in an appellate court or you are preparing to participate in such a proceeding, you should describe here 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.)

Continued on Attachment 5.



Your name: _____

Case Number: _____

- 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. Family law court case pending in (name of county): _____
 Case number: _____ Hearing date: _____
 - e. 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:


 - f. 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

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

For your protection and privacy, please press the Clear This Form button after you have printed the form.

Print this form

Save this form

Clear this form

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.

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.

Clerk stamps date here when form is filed.

The Court finds and orders:

- ① The child is alive and the request is denied.
 - a. Petitioner has not shown good cause for the release of the requested records.
 - b. Petitioner has not met the notice requirements of rule 5.552(c) of the California Rules of Court.
 - c. Request for records is overbroad or records sought are insufficiently identified.
 - d. Other:

- 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.

- ⑥ Other:

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:

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

Date:

Judicial Officer

**Order After Judicial Review on
Petition for Access to
Juvenile Case File**

Clerk stamps date here when form is filed.

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:

Court fills in case number when form is filed.

Case Number:

1 Name of petitioner: _____

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.

Reason(s) for denial:

- a. Access is not in the child's best interests.
- b. The need for access does not outweigh the privacy rights of the child and the policy considerations favoring confidentiality of the juvenile case file.
- c. Petitioner has not shown by a preponderance of the evidence that the records requested are necessary and have substantial relevance to the legitimate need of the petitioner.
- d. There are no responsive records.
- e. Other: _____

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 petitioner has shown by a preponderance of the evidence that access to records is necessary and that records have substantial relevance to the legitimate needs of the petitioner. The court has balanced these needs with the child's best interest. The court finds that the need for access outweighs the policy considerations favoring confidentiality of juvenile records.

- a. The following records may be disclosed: with redactions

- b. The procedure for providing access is:

c. See attached.

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

- a. The court has read and considered the following:



Case Number: _____

Your name: _____

- 4 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 _____.
- c. The following records may be disclosed: with redactions

- 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 access to 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 a. Petitioner may not disseminate the information to anyone who is not specified in Welfare and Institutions Code section 827 or 827.10.
- b. Petitioner may disseminate the disclosed records listed in item 3a only to: _____
 as redacted subject to protective order additional orders attached

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

8 Other:

9 See attached.

Date: _____

Judicial Officer