Superior Court of California
County of Sacramento
Sitting as the Juvenile Court

In the Matter of STANDING ORDER OF THE JUVENILE COURT	No. SSC-JV-99-021 Department 90 **EIGHTH AMENDED ORDER: DISCLOSURE OF JUVENILE CASE FILES (Welf. & Inst. Code § 827; Calif. Rules of Court, rule 5.552)**

Juvenile case file records, including documents and information maintained by the Department of Health and Human Services and the Probation Department, are confidential and may not be obtained or inspected by civil or criminal subpoena. Access to these records is governed primarily by Welfare and Institutions Code section 827 and California Rules of Court, rule 5.552,[1] and as further set forth below.

All forms listed below are available at the juvenile court dependency and delinquency filing counters, and on the court's website, www.saccourt.ca.gov.

1. Access to Juvenile Case File: Court Order Required

A. JV-570 Petition

Except as provided in paragraph 2, below, any person or agency seeking access to juvenile case file records must file a *Request for Disclosure of Juvenile Case File* ("Petition"), Judicial Council form JV-570.

At least 10 days before the Petition is submitted to the court, the petitioner must serve, in accordance with rule 5.552, the Petition, a *Notice of Request for Disclosure of Juvenile Case File* ("Notice") (form JV-571), and a blank copy of *Objection to Release of Juvenile Case File* ("Objection") (form JV-572). Addresses for the District Attorney, County Counsel, Department

[1] All statutory references are to the Welfare and Institutions Code; all references to rules are to the California Rules of Court.

of Health and Human Services, Probation Department, and Children's Law Center can be found on the juvenile court's website.

Petitioner must complete and file the original and one copy of *Proof of Service—Request for Disclosure* (form JV-569) with the court at the time the Petition is filed.

B. Filing of Petition

All Petitions shall be filed with the juvenile court. If the Petition seeks documents in the possession of the juvenile court delinquency division, the Petition shall be filed at the reception desk on the first floor of the Juvenile Courthouse at 9605 Kiefer Boulevard, Sacramento, California, 95827. If the Petition seeks documents in the possession of the juvenile court dependency division, the Petition shall be filed at the reception desk on the third floor of the William R. Ridgeway Family Relations Courthouse at 3341 Power Inn Road, Sacramento, California, 95826. If the Petition seeks documents in the possession of both the delinquency and dependency divisions, the petition may be filed at *either* division location, but should not be filed at both locations.

Petitioner shall submit the original and one copy of the Petition for filing. In addition, if Petitioner asks the court to notice any of the individuals or agencies listed in paragraph 2 of the *Proof of Services—Request for Disclosure* (form JV-569), Petitioner shall provide the court with additional copies of the Petition, Notice, and Objection.

Petitions may be filed either in person or by mail.

If a petition involves an active non-juvenile court case (e.g., a criminal or family law proceeding), the Juvenile Court Presiding Judge may delegate the petition to the court of record.

C. Filing Objections

Any objection to Petitioner's request for access to juvenile case file records must be submitted on *Objection to Release of Juvenile Case File*, form JV-572.

The original and one copy of the Objection must be filed, either in person or by mail, at the same court location where the Petition was filed. The Objection must be filed with the court no later than 15 calendar days after the date of service of the Petition.

D. Ruling on Petition

The court will summarily deny all Petitions that lack complete information, that are not properly served, or that do not comply with the filing and other requirements set forth in rule 5.552.

After reviewing the Petition and any supporting or opposing documents, the court may grant or deny the Petition, or may set the matter for a hearing prior to ruling on the Petition. If a hearing is scheduled, the court will notify the petitioner and all applicable persons/entities listed in rule 5.552(d) of the hearing.

If a Petition involves an active non-juvenile court case (e.g., a criminal or family law proceeding), the Juvenile Court Presiding Judge may delegate the ruling on the petition to the court of record.

2. Access to Juvenile Case File: Court Order Not Required

A. Declaration for Access to Juvenile Case File

The persons and agencies identified in section 827(a)(1)(A)-(O) are authorized to inspect the juvenile case files without having to file a JV-570 petition. To obtain access to case files in the possession of the juvenile court, the authorized person or agency representative must file a *Declaration for Access to Juvenile Case File in Possession of Juvenile Court*, form JC\E-667, with the juvenile court.

If the documents sought are in the possession of an agency, the person seeking access to the juvenile case file documents must contact the agency for instructions on that agency's disclosure policies and procedures.[2]

B. Filing of Declaration

For documents in the possession of the juvenile court delinquency division, the declaration must be filed at the reception desk on the first floor of the Juvenile Courthouse at

[2] For information on records maintained by the Sacramento County Department of Health and Human Services, see www.sacdhhs.com/questions.asp; for information on records maintained by the Sacramento County Probation Department, see www.probation.saccounty.net.

9605 Kiefer Boulevard, Sacramento, California, 95827. For documents in the possession of the juvenile court dependency division, the declaration must be filed at the reception desk on the third floor of the William R. Ridgeway Family Relations Courthouse at 3341 Power Inn Road, Sacramento, California, 95826.

The original declaration may be submitted for filing either in person or by mail. However, proper identification must be provided to the court before any person will be given access to the records. (See below.)

C. Inspection and Copying of Records

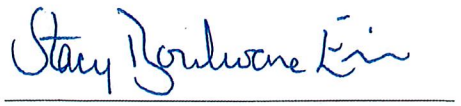
The right to *inspect* juvenile case file records does not automatically mean a right to *copies* of those documents. Only those persons identified in section 827(a)(5) are authorized to receive copies of the case file records without a further court order.

All persons seeking to *inspect* juvenile case file documents must appear in person at the appropriate juvenile court facility and provide the court with adequate identification. A parent, guardian or child seeking to inspect the records must provide the court with a valid government-issued photo identification, a birth certificate, or a notarized declaration which establishes the person's identity. All other persons must provide the court with adequate identification to establish that she/he is the person requesting the records or is the designated agent identified in the declaration.

If the person filing the JC\E-667 declaration is identified in section 827(a)(5) and requests *copies* of the juvenile records, copies will be provided once the person provides the court with adequate identification (see above) and pays the costs for copying.

If the person filing the declaration seeks copies of the case file but is *not* statutorily authorized to receive copies of the case file records, she/he must file a JV-570 Petition, in accordance with paragraph 1, above.

Date: February 9, 2011



Stacy Boulware Eurie
Presiding Judge of the Juvenile Court

Declaration submitted by: Name: Office/Agency/Court: Street Address: City, State: Telephone Number:	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO **Sitting as the Juvenile Court**	
Street Address: ☐ 9605 Kiefer Blvd. ☐ 3341 Power Inn Road City and Zip Code: Sacramento, CA 95827 Sacramento, CA 95826	
Name of Minor: Date of Birth:	
DECLARATION FOR ACCESS TO JUVENILE CASE FILE IN POSSESSION OF JUVENILE COURT **(Welfare & Institutions Code § 827, California Rules of Court, rule 5.552)**	CASE NUMBER:

I, _____, do hereby declare that I am a person described in Welfare and Institutions Code section 827(a)(1)(A)-(O), to wit:

A. Persons entitled to *inspect and receive copies* of juvenile case files

☐ 1. Juvenile court personnel. [WIC § 827(a)(1)(A)]

☐ 2. A district attorney, city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law. [WIC § 827(a)(1)(B)]

☐ 3. The minor who is the subject of the juvenile proceeding. [WIC § 827(a)(1)(C)]

☐ 4. A parent or guardian of the minor. [WIC § 827(a)(1)(D)]

☐ 5. An attorney for the minor who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]

☐ 6. An attorney for the parent or guardian of the minor who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]

☐ 7. An attorney representing the petitioning agency in a dependency action. [WIC § 827(a)(1)(E) & (F)]

☐ 8. A judge, referee, or hearing officer who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]

☐ 9. A probation officer actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]

☐ 10. A social worker or investigator employed by a child protective agency. [WIC §§ 272(a)(1) & 827(a)(1)(E) & (H)]

☐ 11. A law enforcement officer, other than a deputy sheriff or city police officer, who is actively participating in criminal or juvenile proceedings involving the minor. [WIC § 827(a)(1)(E)]

☐ 12. A deputy sheriff or city police officer. [WIC § 827(a)(1)(H) & PC § 11165.9]

☐ 13. A probation officer who receives mandated reports of suspected child abuse or neglect pursuant to county designation. [WIC § 827(a)(1)(H) & PC § 11165.9]

☐ 14. A State Department of Social Services employee engaged in the oversight and monitoring of county child welfare agencies, children in foster care or receiving foster care assistance, and/or out-of-state placements. [WIC § 827(a)(1)(I)]

☐ 15. Court Appointed Special Advocate (CASA) [WIC §§ 827(a)(1)(A) & 103(h)]

Your Name: _____ Case Number: _____

B. Persons entitled to *inspect* juvenile case files (*no copies*)

☐ 1. A superintendent or designee of the school district where the minor is enrolled or attending school. [WIC § 827(a)(1)(G)]

☐ 2. A State Department of Social Services legal staff or special investigator peace officer engaged in the inspection, licensing and investigation of community care facilities. [WIC § 827(a)(1)(J)]

☐ 3. A person, agency, or member of a multidisciplinary team providing treatment or supervision of the minor. [WIC § 827(a)(1)(K)]

☐ 4. A judge, commissioner, or hearing officer assigned to a family law case involving the custody and/or visitation of the minor. [WIC § 827(a)(1)(L)]

☐ 5. A family court mediator actively participating in a family law case involving the minor. [WIC § 827(a)(1)(L)]

☐ 6. A child custody evaluator actively participating in a family law case involving the minor. [WIC § 827(a)(1)(L)]

☐ 7. An attorney appointed for the minor in a family law case. [WIC § 827(a)(1)(L)]

☐ 8. A probate court investigator actively participating in a guardianship case involving the minor. [WIC § 827(a)(1)(M)]

☐ 9. A local child support agency employee engaged in establishing paternity and/or establishing and enforcing child support orders. [WIC § 827(a)(1)(N)]

☐ 10. A juvenile justice commissioner appointed pursuant to Welfare and Institutions Code § 225. [WIC § 827(a)(1)(O)]

I further declare:

C. I am requesting to view and/or receive copies of the juvenile case file concerning the above-named minor for use in my capacity described above, and will not share any portion of the records released to me or information relating to their contents, other than as provided by law. ____**[Initial]**

D. I will not attach any portion of the juvenile case file or any information relating to the contents of the juvenile case file to any other document without the prior approval of the Presiding Judge of the Juvenile Court, unless they are used in connection with and in the course of a criminal investigation or prosecution, a proceeding to declare a person a dependent child or ward of the Juvenile Court, or a proceeding described in Welfare and Institutions Code section 827(a)(1)(I) by the State Department of Social Services. ____**[Initial]**

E. Designation of Authorized Agent: I authorize _____ as my agent to view and/or receive copies of the requested records.

I declare under penalty of perjury that the above is true and correct.

Executed this _____ day of _____, 20 _____ in Sacramento, California

_____ Signature

_____ Print Title

If applicable, indicate the following:

State Bar No. (Attorneys): _____

Badge No. (Law Enforcement): _____

Agency Case No.: _____

Related (non-juvenile) Case No.: _____

For Office Use Only

☐ GRANTED ☐ DENIED

Date: _____ By Clerk: _____