

**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

**NINTH 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 Child, Family and Adult 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 juvenile justice 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 Child, Family and Adult Services, Probation Department, and Children’s Law Center can be found on the juvenile court’s website, <https://www.saccourt.ca.gov/juvenile/records.aspx>.

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 justice section 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 dependency section, 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 juvenile justice and dependency sections, the petition may be filed at *either* 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.

D. Ruling on Petition

The court may 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(c)(1) 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 JCVE-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 juvenile justice section, 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 Child, Family and Adult Services, see <https://dcfas.saccounty.net/CPS/Pages/Requesting-CPS-Records.aspx> 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 section, 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

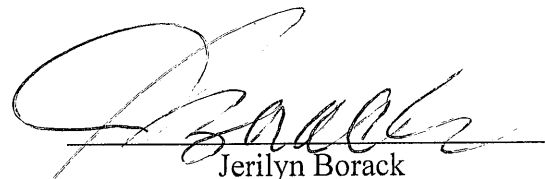
The right to *inspect* juvenile case file records does not automatically mean a right to *copies* of those documents. Only those persons identified in section 827(a)(5) are authorized to receive copies of the case file records without a further court order.

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 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 they are 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, they must file a JV-570 Petition, in accordance with paragraph 1, above.

Date: June 7, 2021



Handwritten signature of Jerilyn Borack in black ink, written over a horizontal line.

Jerilyn Borack
Presiding Judge of the Juvenile Court