

## Request for Disclosure of Juvenile Case File Checklist

### ❖ Forms Needed

- Form JV-570 – Request for Disclosure of Juvenile Case File
- Form JV-571 – Notice of Request for Disclosure of Juvenile Case File
- Form JV-572 – Objection to Release of Juvenile Case File
- Form JV-569 – Proof of Service – Request for Disclosure
- Form JV-573 – Order on Request for Disclosure of Juvenile Case File
- Form JV-574 – Order After Judicial Review

Forms can be obtained at the Juvenile Court clerk's office or at <http://www.courts.ca.gov/forms.htm>.

### ❖ Checklist

#### **1. Complete form JV-570 – Request for Disclosure of Juvenile Case File**

- Specify what records are being requested.
- Describe in detail the reason the records are being requested and why they are relevant to the proceeding or purpose for which you need to obtain them.

#### **2. Complete form JV-571 – Notice of Request for Disclosure of Juvenile Case File**

- Complete the 'TO (*names*)' section and list all of the individuals who are to receive a copy of the notice.
- Complete section 1 and 2 and sign and date the bottom

#### **3. Print a blank copy of form JV-572 – Objection to Release of Juvenile Case File. A copy will need to be provided to each individual who receives a copy of form JV-571.**

#### **4. Service**

- The following forms must be served at least 10 days before you submit form JV-570 – Request for Disclosure of Juvenile Case File:
  - ✓ Form-570 – Request for Disclosure for Juvenile Case File
  - ✓ Form-571 – Notice of Request for Disclosure of Juvenile Case File
  - ✓ Blank copy of form JV-572 Objection to Release of Juvenile Case File
- The following individuals are to be served with the documented listed above:

✓ 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

✓ The child and child's attorney of record  
✓ The parents or guardian of the child  
✓ Indian child's tribe  
✓ The child's CASA volunteer

✓ 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

## 5. Filing Documents with the Court

- After you have served form JV-570, JV-571, and a blank JV-572, you will complete form JV-569 – Proof of Service – Request for Disclosure and submit the following documents to the court clerk:
  - ✓ A **completed** form-570 – Request for Disclosure for Juvenile Case File
  - ✓ A **completed** form-571 – Notice of Request for Disclosure of Juvenile Case File
  - ✓ A **completed** form JV-569 – Proof of Service – Request for Disclosure
  - ✓ A **blank** form JV-573 – Order on Request for Disclosure of Juvenile Case File (only complete the case name and case number)
  - ✓ A **blank** form JV-574 – Order After Judicial Review (only complete the case name and case number)

There are no filing fees for these documents.

### ❖ What Next?

The court clerk will submit the documents to the judicial officer who will carefully review and consider your request. The judicial officer may grant, deny, or set your request for hearing. If the matter is set for hearing, the court clerk will provide notice to you and all parties.