

Request for Disclosure of Juvenile Case File Checklist

● FORMS NEEDED

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

● CHECKLIST

1. Complete the Request for Disclosure of Juvenile Case File (form JV-570)

- ❑ Specify the records sought based on knowledge, information, and belief that such records exist and are relevant to the purpose for which they are being sought.
- ❑ Describe in detail the reasons the records are being sought and their relevancy to the proceeding or purpose for which you wish to inspect or obtain the records.

2. Complete the Notice of Request for Disclosure of Juvenile Case File (JV-571)

- ❑ Complete the 'TO' section and list all of the individuals who are to receive a copy of the notice (*see #4 - Service*).
- ❑ Complete sections 1 & 2.

3. Print a blank copy of the Objection to Release of Juvenile Case File (form JV-572) for each individual who will receive a copy of the JV-571.

4. Service

- ❑ At least 10 days before you submit the Request for Disclosure of Juvenile Case file (form JV-570) to the court, you must personally, or by first-class mail, serve the following documents, on the following individuals (see page 2):
 - ✓ Request for Disclosure of Juvenile Case File (form JV-570)
 - ✓ Notice of Request for Disclosure of Juvenile Case File (JV-571)
 - ✓ and a blank copy of the Objection to Release of Juvenile Case File (form JV-572)

If you are unsure of the identity or address of any of the persons that need to be served, see the court clerk for assistance.

300 Dependency Cases

County Counsel

Office of County Counsel
Attn: Custodian of Records
3960 Orange Street, Fifth Floor
Riverside, CA 92501

DPSS

Department of Public Social Services
Attn: Custodian of Records
10281 Kidd Street, 2nd Floor
Riverside, CA 92503

- The child
- The attorney of record for the child who remains a dependent of the court
- The parents of the child
- The guardians of the child
- Indian child's tribe; and
- The child's CASA volunteer

602 Delinquency Cases

District Attorney

Office of the District Attorney
Attn: Custodian of Records
9991 County Farm Road
Riverside, CA 92503

Probation Department

Riverside County Probation
Attn: Custodian of Records
9889 County Farm Road
Riverside, CA 92503

- The child
- The attorney of record for the child who remains a ward of the court
- The parents of the child if the child is under 18 years of age
- The guardians of the child if the child is under 18 years of age
- The Indian child's tribe; and
- The child's CASA volunteer.

5. Filing Document with the Court

- Once you have served the JV-570, JV-571 & a blank copy of the JV-572 you will complete the Proof of Service - Request for Disclosure (form JV-569).
- You will then submit the following documents to the juvenile court for the judicial officer's review:
 - ✓ A **Completed** Request for Disclosure of Juvenile Case File (form JV-570)
 - ✓ A **Completed** Notice of Request for Disclosure of Juvenile Case File (form JV-571)
 - ✓ A **Completed** Proof of Service-Request for Disclosure (form JV-569)
 - ✓ A **blank** Order on Request for Disclosure of Juvenile Case File (form JV-573), **with only the case name and case number completed**
 - ✓ A **blank** Order After Judicial Review (form JV-574), **with only the case name and case number completed**

There are no filing fees for these documents. After carefully review and consideration, the judicial officer will either grant, deny or set the matter for a hearing. If the matter is scheduled for a hearing, the clerk will notify you.