

APPLICATION FOR RELEASE OF RECORDS INVOLVING JUVENILE

This page of the application is ONLY to be filled out if the application for release of records involves a juvenile

Juvenile's Name: _____ Date of Birth: _____

Applicant's Relationship to the Juvenile: Parent Guardian Juvenile
 Attorney Representing: _____

The presiding judge in Contra Costa County has the authority to set-up guidelines on what can and cannot be released involving a juvenile pertaining to the Welfare & Institution Codes in the State of California.

Accident Reports are not governed by the Welfare & Institution Codes, thus if the request is for an accident report, it shall be processed within the timelines listed on the front of this application provided all criteria's are met and there is not any "**criminal element**" to the accident.

All Criminal Police reports that involves a juvenile whether a victim, witness, suspect, arrested, or contacted **MUST** meet the criteria that are governed by 827 W&I, which states in part, "Law Enforcement agencies shall release upon request, juvenile police records to the Juvenile, the parent or guardian of the juvenile who is subject of the juvenile police report or the attorney for the parent or guardian.

However, the Law Enforcement Agency releasing the report MUST remove/redact ALL identifying information related to "any other juvenile".

- Applicant is requesting a redacted copy of the police report involving the above Juvenile Processing time 7 – 10 business days once the report is received from the Officer
- Applicant is requesting an un-redacted copy of the police report involving the above Juvenile – Processing time minimum of 30 days to 60 days.

Applicant is aware that if requesting an un-redacted copy of the police report:

1. Must fill out the "Petition to Obtain Report of Law Enforcement Agency", JV-575
2. Notification shall be sent to parents/guardians of other juveniles listed in the report for their objection to the release of information
 - Hercules Police Department has 20 days to make notification to the parents/guardians of the other juveniles the pending release of an un-redacted copy of the Police Report
 - The parents/guardians of the other juveniles have 20 days to object to the release of the un-redacted police report
3. If no objection is received from the other juvenile's parents/guardian, within the above timeframe, a copy of the police report will be released to the applicant in its entirety.
4. If an objection is received from the other juvenile's parents/guardian, all documentation shall be forwarded to the Juvenile Judge for Court's determination on the request of the record.

Applicant acknowledges that requesting an un-redacted copy of a police report can take a minimum of 30 days if the parents/guardians does not object to the release of the police report in its entirety, and a minimum of 60 days if the parents/guardians does object to the release of the police report in its entirety as it will be sent to the Juvenile Judge for final decision.

Signature: _____