

# IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR DOUGLAS COUNTY

## JUVENILE COURT RECORDS REQUEST RULES & PROCEDURE

Effective February 12, 2023

### Who Can Receive a Copy?

#### **Paper Records (May Exclude Confidentially Managed Court Record Documents):**

- The child/youth and parent
- Victim in a delinquency case
- Attorneys (including prospective) for parties
- Douglas County Juvenile Dept., DHS, OYA, CASA, CRB, DOJ, Douglas County District Attorney
- “Any other person or entity” allowed by the court through motion and declaration

#### **Audio Records (Upon Finding of Good Cause):**

- The child/youth and parent
- Victim in a delinquency case
- Attorneys (including prospective) for parties
- Douglas County Juvenile Dept., DHS, OYA, CASA, CRB, DOJ, Douglas County District Attorney
- “Any other person or entity” allowed by the court through motion and declaration

#### **Motion Requirements:**

- ALL juvenile **audio records** requests require a motion filing to determine a good cause finding  
*\*Exception: County/State (Juvenile Dept., DOJ, DHS, OYA, OPDS, prospective appellate attorneys, public defenders) as a related party or entity to the case*
- A statement detailing requestor’s relation to the child/youth/case, specific documents or hearing sessions requested, and reason why the person or entity is requesting release of records
- A sworn affidavit or declaration under penalty of perjury
- *If “Any Other Person or Entity” under ORS 419A.255, the Motion/Declaration must be served upon all parties and attorneys of record to the proceeding, providing written notice to the court under ORS 419B.851 & ORS 419B.854, or if unknown, the court is required to mail notice of time to object to a party or attorney of record at their last known address.*

### Process to Request a Copy:

- Parties to a case do NOT have to pay cost of preparation
- Complete ‘Motion’ & proposed ‘Order’ to ‘Release Juvenile Records’ and submit filing to the Douglas County Circuit Court Juvenile Clerks’ Office – 1036 SE Douglas Street, Roseburg, OR 97470
- **If the Court grants your motion, copy fees are payable prior to processing copies as follows:**
  - Audio Records - \$10.00 per CD
  - Paper Records - \$0.25 per page
  - Certified Copies - \$0.25 per page, plus \$5.00 per court certified document
  - The Juvenile Clerks’ office accepts payment via Credit/Debit card by phone or in person  
**\*\$3.00 minimum transaction fee for payments made via credit/debit card**
  - Payments by cash or check can be made at the accounting window in the Douglas County Circuit Court Justice Building located at: 1036 SE. Douglas, Roseburg, OR 97470

**IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR DOUGLAS COUNTY**

**In the matter of:**

**Case No:** \_\_\_\_\_

\_\_\_\_\_,  
*A Child/Youth*

**MOTION TO RELEASE  
JUVENILE RECORDS**

\_\_\_\_\_,  
*Requesting Party*

- Audio Records Request  
 Paper Records Request

**Comes now** \_\_\_\_\_ (Requestor) and requests the following be released: (Specify documents or audio hearing session information requested to be copied and released)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The petitioner requests that the Court release the records for the reason that:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My relation to the child/youth or case is: \_\_\_\_\_

*\*NOTE: If "Any Other Person or Entity" under ORS 419A.255, the Motion/Declaration must be served upon all parties and attorneys of record to the proceeding, providing written notice to the court under ORS 419B.851 & ORS 419B.854, or if unknown, the court is required to mail notice of time to object to a party or attorney of record at their last known address.*

**I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand they are made for use in court and I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contact Phone

ID Verified: \_\_\_\_\_  
(Clerk Initials)

**IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR DOUGLAS COUNTY**

**In the Matter of:**

\_\_\_\_\_,  
*A Child/Youth*

\_\_\_\_\_,  
*Requesting Party*

**Case No:** \_\_\_\_\_

**ORDER FOR RELEASE OF  
JUVENILE RECORDS**

- Audio Records Request
- Paper Records Request

THE COURT, having reviewed the Petitioner's Motion to release juvenile records;

HEREBY ORDERS THE REQUEST:

**ALLOWED**

\_\_\_\_\_ audio/paper records of Juvenile case may be released as requested

\_\_\_\_\_ audio/paper Records of Juvenile case may be released *in part* as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DENIED**

\_\_\_\_\_