

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR JACKSON COUNTY

JUVENILE COURT RECORDS REQUEST RULES & PROCEDURE

Effective September 30, 2016

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
- Jackson County Juvenile Dept., DHS, OYA, CASA, CRB, DOJ, Jackson 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
- Jackson County Juvenile Dept., DHS, OYA, CASA, CRB, DOJ, Jackson 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 Jackson County Circuit Court Juvenile Clerks’ Office – 609 W. 10th Street, Medford, OR 97501
- **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 Jackson County Circuit Court Justice Building located at: 100 S. Oakdale, Medford, OR 97501

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR JACKSON 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 JACKSON 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
