



FILE INFORMATION REQUEST FORM

Juvenile's Name

Case No.

Date of Request

Next Hearing Date

I hereby request the following:

To View the Official File (must be a party to the case)

For Official File Copies (must be a party to the case; copy fee is \$0.05 per page)

Specify Document(s) Needed:

To View Unofficial File

(Please Note: only the Attorney of Record may view the Unofficial File. Unofficial Files may only be viewed; no copies or recording devices.)

FOR NON-ATTORNEYS REQUESTING INFORMATION

Individual Requesting File

Phone

FOR ATTORNEYS REQUESTING INFORMATION

Attorney Requesting File

Phone

Party Attorney Represents

Attorney's Address if Appointed Counsel

Please allow the Clerk's Office 72 hours to make your copies or view the unofficial files. When requesting to view unofficial files, files not viewed within two weeks will be returned to records and a new request may be necessary. Please note: It is possible that the file being requested is with the Judge or Magistrate and unavailable at this time.

FOR CLERKS OFFICE USE ONLY

Photo ID Required

Yes

No

Amount Owed

Date Request Completed

Date Mailed or Picked Up