

JUVENILE COURT
POLICY/PROCEDURE

JOB CORPS ACCESS TO JUVENILE COURT FILES

POLICY

Authorized staff of the Job Corps program may review (read, not copy) Juvenile Court Records for the purpose of completing necessary background checks on juveniles/young adults enrolling in the Job Corps Program. Review of the record is limited to staff designated by the Job Corps placement agency.

Approval for record access may be given either by approval of the Juvenile Judge who has jurisdiction over the juvenile or pursuant to policies related to access to court records by third parties (Refer to Policy III-D).

PROCEDURE

The following steps should be taken related to this access:

1. The agency administering the Job Corps Program placement will secure the signature of the juvenile/parent on a Request for Release of Information form or access form approved by the Clerk of Courts.
2. That form should be delivered to the Juvenile Court Commissioner Clerk. Court staff will determine if there is a juvenile file and if so, what judge is assigned. If there is not a Juvenile Court record, the review is concluded. If there is a file, staff will get approval for review from either the Judge assigned to the juvenile or the Commissioner.
3. If the file is available, staff from the Job Corps agency may review the contents of the file and complete the **Statement from Court or Other Agency** form as required. No contents of the file may be removed from the Records Center or copied. If the file is not available (e.g. stored elsewhere), arrangements should be made between court and agency staff to retrieve the file and set a time to review it.

EXCEPTIONS/COMMENTS

Any exceptions to this, either in terms of process or information released, must be approved by the Court.