

JUVENILE COURT  
POLICY/PROCEDURE

**RELEASE OF INFORMATION BY MUNICIPAL COURT(S)  
RELATED TO TRUANCY AND MUNICIPAL COURT ACTION(S)**

POLICY

The Municipal Court of any jurisdiction within Dane County may confidentially exchange information, which is otherwise confidential as provided under Chapter 48 or 938 of the Wisconsin Statutes, to wit: the Notice of Disposition for each person found habitually truant under Municipal Ordinance and ordered to perform community service with any provider of such services as may be contracted with by the Municipality relative to any juvenile over the age of 15 years and six months who is under the concurrent jurisdiction of the Dane County Juvenile Court and the Municipal Court so long as the exchange is confidential and not otherwise divulged to any other agency or person(s) not enumerated in this policy.

The Municipal Court Judge of any jurisdiction within Dane County may, at his/her discretion and without further court order, release confidential municipal juvenile records to the parents or legal guardians of such juvenile, provided such information is not released unless the parent or guardian appears in person at the court offices and provides appropriate proof of parental status. However, Municipal Court records of alcohol, drug or mental health assessments, screenings, treatment and similar documents designated as confidential by statute may not be released pursuant to this rule.

The Municipal Court of any jurisdiction within Dane County may release confidential municipal juvenile records to the media or may allow the attendance of the media at confidential municipal juvenile proceedings pursuant to the same rules as adopted in Juvenile Circuit Court, if any, or pursuant to their lawful discretion, if there are no applicable rules, without further circuit court order.

PROCEDURE

The Municipal Court shall notify the Chief Judge of Juvenile Court of any such contractual arrangement with a provider of services and of the intent to disclose information as indicated above. Providers are to be notified of their obligation(s) as to continuing confidentiality of this information but may release to potential employers/job sites information as may be necessary to protect the safety of other workers at the site.