

JUVENILE COURT  
POLICY/PROCEDURE

**ATTORNEYS SIGNING OUT OF JUVENILE RECORDS**

POLICY

Consistent with Circuit Court Rule 113, attorneys may sign out a Juvenile Court file only for cause shown and only upon receipt of a specific court order from the assigned judge which grants authorization to do so.

Under no circumstances shall original records be kept longer than 10 days, and a written receipt/form shall be obtained for each file removed from the office.

PROCEDURE

Documents in files may only be provided to the attorney for the child, parent, District Attorney's Office, Corporation Counsel, or GAL or their designee (e.g. law clerk, intern, etc.) and only if they are eligible to receive them.

If the assigned attorney wishes to request they be allowed to remove the file from the building, he/she must complete the File Request form and obtain judicial approval prior to being given the file. The clerk will maintain the File Request form in a specific location (so as to be able to "track" those that might be signed out) and upon return of the file note that on the Request form and place the Form in the file as a permanent record of to whom and when the file was signed out. If the file is not returned by the time designated in the Request, the clerk will contact the attorney to return the file.

In all cases, the file must be returned to the clerk not less than 48 hours prior to any scheduled court hearing, upon request of the clerk, or no later than 10 days, whichever comes first.