

JUVENILE COURT  
POLICY/PROCEDURE

**ACCESS TO COURT RECORDS BY OTHERS**

POLICY

Pursuant to §938.396(2m)(a) & (b) the court shall open for inspection by the requester the pending or prior delinquency court records related to a juvenile who:

1. Has been alleged to be delinquent for committing a violation specified in
  - §939.62(2m)(a)1,2, or 3
  - §948.30(1)
  - §939.31

or

2. Has been alleged to be delinquent for a committing a violation that would be a felony if committed by an adult and has been previously been adjudicated delinquent and that previous adjudication remains of record and unreversed.

Inspection is limited, unless otherwise authorized by the Judge assigned to the case, to review of pending or prior **delinquency** petitions, other petitions related to a delinquency matter (i.e. revision/extension/change of placement petitions), and court orders, hearing minutes, notices, and other motions related to pending or prior **delinquency** petitions.

PROCEDURE

The Clerk of Courts may establish a procedure related to the manner or form in which a request for inspection must be made and the manner in which records may be reviewed, including such limitations as may be necessary to ensure the security and accurate maintenance of records and provide for timely inspection within the limitations of staff time necessary to prepare the information for review and monitor the inspection.

Under no circumstances, unless otherwise authorized by the Court by order or policy, may the requester make a copy of the information provided for review or otherwise remove the information from the area designated by the Clerk of Courts for review.

The information obtained by the requester under this provision may be further disclosed to anyone.