## Local Juvenile Court Rule 10.3
## INSPECTION/RELEASE OF INFORMATION

(A) Generally. All records, other than the official court record, are confidential and may be released only as provided in state statute and court rule. All requests for information shall be made in writing. Such requests shall state the reason for the inspection or release of information and all parties to the underlying cause shall be provided written notice of the request by the requesting party.

(B) Procedure.

1. uvenile Offender Matters. The agency receiving the written request shall refer the written request to the originating agency of the records. The agency will review the request and decide if the request is proper pursuant to statute and court rule. The requesting party shall be notified in writing as to the appropriateness of his/her request by the originating agency.

2. Juvenile Dependency / Alternate Residential Placement / Termination of Parental Rights Matters. The agency receiving the written request shall refer the written request to the originating agency. The agency will review the request and decide if the request is proper pursuant to statute and court rule. The requesting party shall be notified in writing as to the appropriateness of his/her request by the originating agency.

(C) Release. Only complete information will be released.

(D) Research Requests. Requests for information concerning legitimate research for educational, scientific or public purposes may be approved by the court if:

1. The individual or agency is engaged in legitimate research for educational, scientific or public purposes; and

2. The anonymity of all person mentioned in the records/information will be preserved.

3. The juvenile court administrator shall establish written policy and procedure addressing research requests.

[Adopted effective April 1, 1988]