

CHAPTER 6 ACCESS TO CONFIDENTIAL INFORMATION

Rule 6.6.1

Disclosure of Information Relating to Children and their Families—Preliminary Provisions

A. For purposes of this chapter, “juvenile court records” include:

1. Those records described in Welfare and Institutions Code sections 362.5; 827, subdivision (e); and 831, subdivision (e); and California Rules of Court, rule 5.552, subdivision (a);
2. Records kept in Health & Human Services Agency (“HHSA”) files pursuant to Welfare and Institutions Code section 10850 and Penal Code section 11165 et seq., regardless of whether a Welfare and Institutions Code section 300 petition was filed in the case;
3. Records kept in Probation Department files, regardless of whether a Welfare and Institutions Code section 601 or 602 petition was filed in the case; and
4. Testimony from HHSA or Probation personnel regarding any information contained in juvenile court records (cf. *City of San Diego v. Superior Court* (1981) 136 Cal.App.3d 236, 239).

B. For purposes of this chapter, “juvenile court records” do **not** include:

1. Records sealed pursuant to Welfare and Institutions Code sections 389, 781, 786, or 793 or Penal Code section 1203.45;
2. Records maintained by the Department of Motor Vehicles;
3. Records maintained by law enforcement agencies (see Welf. & Inst. Code, § 828; San Diego Superior Court rule 6.6.7);
4. Records regarding offenses that were tried in the criminal division of the court because the minor was found unfit to be tried in the juvenile division; and
5. Adoption records.

C. For purposes of this chapter, “disclosure” or “access” provides for inspection, but not photocopying, at the court’s business office or the HHSA or Probation office where the records are maintained, unless otherwise ordered by the court.

If the court authorizes photocopying, it must be done by court or HHSA or Probation personnel as appropriate, unless otherwise ordered by the court or agreed to by the parties. The person or agency obtaining photocopies must pay for the copying (in accordance with the current San Diego Superior Court Schedule of Fees).

D. Juvenile court records may not be obtained by civil or criminal subpoena. (Cal. Rules of Court, rule 5.552(b).) A waiver of confidentiality by any person identified or described in the requested records does not automatically confer a right of access to those records.

E. Information in a juvenile case file which is privileged or confidential pursuant to any other state law or federal law or regulation may be released only (1) to those entitled to access under the other state law or federal law or regulation or (2) by order of the juvenile court upon the filing of a Request for Disclosure of Juvenile Case File on Judicial Council form JV-570.

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. & Renum. 1/1/2002; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2008; Rev. 1/1/2011; Rev. 1/1/2013; Rev. 1/1/2014; Rev. 1/1/2017; Rev. 1/1/2018)

Rule 6.6.2

Disclosure of Juvenile Court Records to Persons and Agencies Not Designated in Welfare and Institutions Code Section 362.5, 827, or 827.10 – Request for Disclosure (JV-570) Required

(For procedures relating to prehearing discovery of dependency records by the parties to a dependency proceeding and their counsel, see rule 6.1.7.)

Except as otherwise provided in Chapter Six of these rules, if a person or agency not designated in Welfare and Institutions Code section 362.5, 827, or 827.10 seeks access to juvenile court records, including documents and information maintained by the court, the Probation Department, or the HHSA, that person or agency must file a Request for Disclosure of Juvenile Case File (hereinafter, petition) on Judicial Council form JV-570. The petition must be filed with the clerk in the Juvenile Court Business Office or other clerk designated to receive such petitions. The petition must comply with California Rules of Court, rule 5.552 and with these rules. If disclosure is requested regarding a person who has both a dependency and a juvenile justice record, two separate requests must be filed and served.

At least 10 calendar days before the petition is submitted to the court, the petitioner must give notice as described in California Rules of Court, rule 5.552(d). Notice must be served either personally or by first-class mail of a copy of the completed Request for Disclosure of Juvenile Case File (Judicial Council form JV-570), a Notice of Request for Disclosure of Juvenile Case File (Judicial Council form JV-571), and a blank copy of Objection to Release of Juvenile Case File (Judicial Council form JV-572).

For juvenile justice cases, service must be to the person who is the subject of the record; the attorney of record for the person who is the subject of the record if that person is still a ward of the court; the parent(s) or guardian(s) of the person who is the subject of the record if that person is under 18 years of age; the Indian tribe, if any; the District Attorney, Juvenile Division; and the Juvenile Probation Department, Attn: Probation Support Manager.

For dependency cases, service must be to the person who is the subject of the record; the attorneys of record for the person who is the subject of the record and for his or her parents if that person is still a dependent of the court; the

parent(s) or guardian(s) of the person who is the subject of the record; the CASA volunteer, if any; the Indian tribe, if any; County Counsel, Juvenile Dependency Division; and the Health and Human Services Agency/CWS, Attn: Legal Unit.

For nonminor dependent cases, service must be to the nonminor dependent; the attorney for the nonminor dependent; the CASA volunteer, if any; the Indian tribe, if any; County Counsel, Juvenile Dependency Division; the Health and Human Services Agency/CWS, Attn: Legal Unit; the District Attorney, Juvenile Division, if the nonminor dependent is also a ward; and, if the parents are still receiving reunification services, the parents of the nonminor dependent and their attorneys. (See Welf. & Inst. Code, § 362.5; Cal. Rules of Court, rule 5.552(d).

Notice to the person who is the subject of the record is not required if a written waiver of such notice is obtained from the person (if now an adult) or a person authorized to act on the person's behalf if the person is a child. For good cause shown, the court may waive such notice.

A completed Proof of Service–Request for Disclosure (Judicial Council form JV-569), Notice of Request for Disclosure of Juvenile Case File (Judicial Council form JV-570), and Disclosure of Juvenile Court Records – Protective Order (SDSC form JUV-263) must be filed with the court. If the petitioner does not know the identity or address of any of the parties, the person should check the appropriate boxes in item 2 on the Proof of Service – Request for Disclosure (Judicial Council form JV-569), and the clerk will complete the service.

If the records are sought for use in a legal action which is not a juvenile court proceeding, the petitioner must also give notice by personal service or first-class mail to all parties in that action. The petitioner must attach to the JV-570 a copy of the complaint or petition from the separate action.

The petition may be supported by a declaration of counsel and/or a memorandum of points and authorities.

If the petition is granted, the court will issue a protective order (SDSC form JUV-263) specifying the records to be disclosed and the procedure for providing access and/or photocopying. (Cal. Rules of Court, rule 5.552(e).) Persons or agencies obtaining records under such authorization must abide by the terms of the protective order. Any unauthorized disclosure or failure to comply with the terms of the order may result in vacation of the order and/or may be punishable as contempt of court. (See Welf. & Inst. Code, § 213.)

This rule is not intended to replace, nullify, or conflict with existing laws (including Pen. Code, § 11167, subd. (d) or the policies of the HHSA, the Probation Department, or any other public or private agency. This rule does not prohibit the release of general information on Juvenile Court policies and procedures.

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. 1/1/2002; Rev. 1/1/2005; Rev. 1/1/2007; Rev. 1/1/2008; Rev. 1/1/2010; Rev. 1/1/2012; Rev. 1/1/2013; Rev. 1/1/2014; Rev. 1/1/2016; Rev. 1/1/2018)

Rule 6.6.3

Health Care for Children in HHSA Custody; Disclosure of Health Care Information

A. When a child is in the custody of the HHSA prior to the detention hearing, the HHSA may obtain a comprehensive health assessment of the child as recommended by the American Academy of Pediatrics to ensure the health, safety, and well-being of the child. No consent or court order is required in a medical emergency. (Welf. & Inst. Code, 369, subd. (d).) In the absence of an emergency, the social worker will obtain the parent/guardian's consent prior to the assessment and will inform the parent/guardian of the right to be present for the assessment. If the social worker cannot obtain the consent of the parent/guardian, the social worker will seek a court order authorizing the assessment, using forms SDSC JUV-255 and SDSC JUV-256. The assessment may include one or more of the following, as is necessary and appropriate to meet the child's needs:

1. A medical history which is as complete as possible;
2. A physical examination by a licensed medical practitioner;
3. A developmental evaluation;
4. A mental health status evaluation by a licensed mental health clinician;
5. Emergency dental care by a licensed dentist; and/or
6. Clinical laboratory tests or x-rays as deemed necessary by the examining physician or dentist for

evaluation of the child's health status.

B. Before dependency proceedings have been initiated and during the course of those proceedings, the HHSA may obtain ongoing routine health care, including immunizations and routine dental care, as recommended by the American Academy of Pediatrics, and mental health evaluations, counseling, and treatment for a child in the custody of the HHSA, as is necessary to protect and promote the child's physical and emotional well-being.

C. Information concerning any health care provided pursuant to this rule may be released to the HHSA, the child's attorney, the child's CASA, if any, other health care providers, Regional Centers, or schools, if needed for treatment, treatment planning, counseling, and/or educational purposes consistent with promoting the child's physical and emotional well-being, before or after the detention hearing, and throughout the course of the dependency proceedings.

D. This rule does not apply to confidential privileged information for dependent children, but it does authorize the release of court-ordered psychological evaluations, initial treatment plans (ITPs) and treatment plan updates (TPUs) requested by the HHSA.

(Adopted 1/1/2015; Rev. 1/1/2016; Rev. 1/1/2018)

Rule 6.6.4

Disclosure of Juvenile Court Records - Petition to View Records (SDSC JUV-004) and Stipulation (SDSC JUV-237) Required

A. The persons and agencies designated in Welfare and Institutions Code sections 362.5, 827, and 827.10 will be given access to juvenile court records upon filing a Petition to View Records (SDSC JUV-004) and a Stipulation Regarding Inspection, Copying and Non-dissemination of Juvenile Records Without Court Order (SDSC JUV-237). In addition, the following may have access to dependency records and/or obtain photocopies of dependency records without a prior court order upon filing a JUV-004 and a JUV-237, subject to the conditions specified, on the basis that 1) disclosure will be in the best interest of the child whose records are sought and 2) the information contained in those records is necessary and relevant to a juvenile dependency or juvenile justice proceeding; a civil or criminal investigation or proceeding; a proceeding involving child custody or visitation; a proceeding involving adoption, guardianship, or emancipation of a minor; an action to establish parentage; an administrative proceeding regarding foster home licensure; a proceeding involving probate or conservatorship; or a proceeding involving domestic violence:

1. Judicial officers of the San Diego Superior Court, Family Division, when the child who is the subject of the records, or his or her sibling, is also the subject of custody or visitation proceedings under Family Code section 3000 et seq. (see Fam. Code, §§ 3011, subd. (b), 3020; Welf. & Inst. Code, § 827.10).

2. County Counsel, for the purpose of representing HHSA in a civil action.

3. San Diego County Probation Officers, when the child who is the subject of the records is also the subject of juvenile court proceedings under Welfare and Institutions Code section 601 or 602. In such cases, which are subject to the court's Protocol for Coordination in Crossover Youth Matters, the following persons may have access to the child's juvenile justice records, including minute orders, and/or may obtain photocopies of the juvenile justice records without a prior court order: [1] HHSA social workers, [2] all dependency attorneys actively participating in juvenile proceedings involving the child, and [3] the child's CASA, if any. Copies of any joint assessment report, prepared pursuant to Welfare and Institutions Code section 241.1 and filed with the court, must be provided to the D.A., the child's defense attorney and dependency attorney, County Counsel, the HHSA social worker, the probation officer, any CASA, and any other juvenile court having jurisdiction over the child.

4. CASAs (Voices for Children, Inc.), as provided under Welfare and Institutions Code sections 105, 107. A CASA may have access to the records of a nonminor dependent only with the explicit written and informed consent of the nonminor dependent.

5. An Indian child's tribe and the Bureau of Indian Affairs, as provided under Title 25 United States Code chapter 21 [Indian Child Welfare Act] and Welfare and Institutions Code section 827, subd. (f).

6. Family Law Facilitators and employees or agents of San Diego Superior Court Family Court Services.

7. Employees or agents of San Diego County Behavioral Health Services (Health & Human Services Agency).

8. Any licensed psychiatrist, psychologist, or other mental health professional ordered by the San Diego County Superior Court, Family Division, to examine or treat the child or the child's family.

9. Any hospital providing inpatient psychiatric treatment to the child, for purposes of treatment or discharge planning.

10. Any government agency engaged in child protection.

11. The San Diego County Victim Assistance Program and the State Victim Compensation Program, for the purpose of providing services to a victim of or a witness to a crime.

12. The Juvenile Parole Board of the California Department of Corrections and Rehabilitation, Division of Juvenile Justice.

13. The California Board of Parole Hearings, as provided under Penal Code section 11167.5, subdivision (b)(9).

14. Members of the San Diego County Juvenile Justice Commission.

15. The San Diego County Board of Supervisors or their agent(s), for the purpose of investigating a complaint from a party to a dependency proceeding.

16. Public and private schools, for the sole purpose of obtaining the appropriate school placement for a child with special education needs pursuant to Education Code section 56000 et seq.

17. Investigators and investigative specialists employed by the San Diego County District Attorney and assigned to the Child Abduction Unit, when seeking the records of a child who has been reported as detained or concealed in violation of Penal Code sections 278 and 278.5, for the sole purpose of investigating and prosecuting persons suspected of violating Penal Code sections 278, 278.5, and related crimes.

18. Investigators employed by attorneys who represent parties in dependency proceedings, when seeking records that may be released to the attorney without a court order under Welfare and Institutions Code section 827.

19. The Mexican Consulate, when seeking the records of a child who is in protective custody and/or is before the court for a dependency action, and either: [a] is a Mexican national, or [b] has relatives (as defined in Welf. & Inst. Code, § 319) who are Mexican nationals.

20. The San Diego County Regional Center.

21. The San Diego County Probation Department, when performing its duty under Penal Code section 1203.097 to certify treatment programs for domestic violence offenders, for purposes of documenting a treatment program's failure to adhere to certification standards and identifying serious practice problems in such treatment

programs, provided that in any proceeding for the suspension or revocation of a treatment provider's certification or in any document related thereto, the Probation Department must not disclose any child's name.

22. Judicial officers outside of the County of San Diego, for the purpose of communicating about a case pursuant to the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA). (See Fam. Code, § 3410.)

Persons seeking access to and/or photocopies of dependency records under this rule must fill out, sign, and submit to the clerk in the Juvenile Court Business Office (or other clerk designated to receive such petitions) a Petition to View Records and/or Request for Copies (SDSC form JUV-004) and Stipulation Regarding Inspection, Copying and Non-dissemination of Juvenile Records Without Court Order (SDSC form JUV-237). The completed forms will be kept in the file that is the subject of the Petition and/or Request.

B. In addition to the persons and agencies designated in Welfare and Institutions Code section 827, prosecutors from the Office of the Attorney General of California may inspect or receive verbal information regarding dependency records without a prior court order (but must file a Request for Disclosure of Juvenile Case File (JV-570) to obtain photocopies), subject to the conditions specified, on the basis that [1] disclosure will be in the best interest of the child whose records are sought and [2] the information contained in those records is necessary and relevant to the proceeding or purpose for which the records are sought.

Persons seeking access to dependency records under this subdivision must present a photo I.D. and proof that they are entitled to access (e.g., law enforcement badge or Bar card).

Persons seeking access (but not photocopies) to dependency records under this subdivision must fill out, sign, and submit to the clerk in the Juvenile Court Business Office (or other clerk designated to receive such petitions) a Petition to View Records and/or Request for Copies (SDSC form JUV-004) and Stipulation Regarding Inspection, Copying and Non-dissemination of Juvenile Records Without Court Order (SDSC form JUV-237). The completed forms will be kept in the file that is the subject of the Petition and/or Request.

Persons seeking photocopies of dependency records under this subdivision must file a Request for Disclosure of Juvenile Case File (JV-570) (see rule 6.6.2).

C. Persons or agencies obtaining records under this rule must not disclose such records to another person or agency unless authorized to do so by the Juvenile Court. Any unauthorized disclosure may be punishable as provided by applicable laws.

D. This rule is not intended to replace, nullify or conflict with any existing policies of the HHSA, the Probation Department, or any other public or private agency. This rule does not prohibit the release of general information on Juvenile Court policies and procedures.

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. & Renum. 1/1/2002; Rev. 7/1/2003; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2007; Rev. 1/1/2008; Rev. 1/1/2010; Rev. 1/1/2011; Rev. 1/1/2012; Rev. 1/1/2013; Rev. 1/1/2014; Rev. 1/1/2015; Rev. 1/1/2016; Rev. 1/1/2017; Rev. 1/1/2018)

Rule 6.6.5

Disclosure of Dependency Records to Counsel for the Child in a Juvenile Justice Proceeding

A. Counsel appointed by the court or privately retained to represent a child in a juvenile justice proceeding (Welf. & Inst. Code, § 601 et seq., including Welf. & Inst. Code, § 707) may have access to the child's dependency records, as defined in rule 6.6.1, without a prior court order, subject to the following:

1. Counsel must give notice to the HHSA social worker assigned to the child's case (or the HHSA Legal Procedures Liaison, if there is no assigned social worker) at least five days before counsel will inspect records maintained by the HHSA.

2. Counsel will not have access to any information which would tend to identify a reporter of child abuse or neglect, as prohibited under Penal Code sections 11167 and 11167.5.

3. Counsel will not have access to any information regarding HIV testing or HIV infection, as prohibited under Health and Safety Code section 120975 (formerly § 199.20) et seq.

4. Counsel will not have access to any confidential or privileged information regarding persons other than his or her child client.

5. Persons seeking access to dependency records under this rule must fill out, sign, and submit to the clerk in the Juvenile Court Business Office (or other clerk designated to receive such petitions) a Petition to View Records and/or Request for Copies (SDSC form JUV-004) and Stipulation Regarding Inspection, Copying and Non-dissemination of Juvenile Records Without Court Order (SDSC form JUV-237). The completed forms will be kept in the file that is the subject of the Petition and/or Request.

For purposes of this rule, "access" provides for inspection and photocopying of dependency records at the court's business office or the HHSA office where the records are maintained, unless otherwise ordered by the court. Photocopying must be done by court or HHSA personnel as appropriate, unless otherwise ordered by the court or agreed to by the parties. The person or agency obtaining photocopies must pay for the copying (in accordance with the current San Diego Superior Court Schedule of Fees).

B. Counsel appointed by the court or privately retained to represent a child in a juvenile justice proceeding (Welf. & Inst. Code, § 601 et seq., including Welf. & Inst. Code, § 707) must file a Request for Disclosure of Juvenile Case File on Judicial Council form JV-570 (see rule 6.6.2), with a request for a protective order (see Cal. Rules of Court, rules 5.552(c) & (e)(8), in order to disseminate information obtained from inspection of the child's dependency records to any persons or agencies not authorized to obtain such information under Welfare and Institutions Code sections 362.5, 827, and 827.10.

Notice of the filing of the Request for Disclosure must be given as required by California Rules of Court, rule 5.552(d).

Juvenile case files may not be obtained or inspected by civil or criminal subpoena. (Cal. Rules of Court, rule 5.552(b).) A waiver of confidentiality by any person identified or described in the requested dependency records does not automatically confer a right of access to those records.

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. & Renum. 1/1/2002; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2008; Rev. 1/1/2010; Rev. 1/1/2011; Rev. 1/1/2013; Rev. 1/1/2014; Rev. 1/1/2018)

Rule 6.6.6

Reserved for future use.

(Del. 1/1/2013)

Rule 6.6.7

Disclosure of Law Enforcement Reports Regarding Juveniles to Persons and Agencies Not Designated in Welfare & Institutions Code Section 828

If a person or agency not designated in Welfare & Institutions Code section 828 seeks access to unsealed records held by a law enforcement agency regarding a child who was contacted by law enforcement as a result of an offense committed by the child or as a result of abuse or neglect of the child by a parent or guardian, including reports regarding children who are the subject of juvenile court proceedings, that person or agency must file a Petition to Obtain Report of Law Enforcement Agency [Judicial Council form JV-575] with the clerk in the Juvenile Court Business Office or other clerk designated to receive such petitions. The petition must set forth with specificity the reasons for the request, the information sought, and its relevancy to the proceeding or purpose for which petitioner seeks the information.

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. & Renum. 1/1/2002; Rev. 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2011; Rev. 1/1/2015)

Rule 6.6.8

Disclosure of Medical Information to Foster Parents and Other Care Providers

Upon discharge of a child, who is a dependent of the court or who is on a “hospital hold” pursuant to Welfare & Institutions Code section 309, subdivision (b), or section 16525.14 [Options for Recovery], and the release of such child to a foster parent designated by the HHSA pursuant to Welfare & Institutions Code section 16525.30 (or other care provider as permitted by law), the health care provider discharging the child may provide to the foster parent or other care provider a written summary of the child’s medical history, diagnosis, and treatment, if necessary for the proper treatment of the child after discharge.

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. & Renum. 1/1/2002; Renum. 1/1/2006)

Rule 6.6.9

Disclosure of IEPs, Immunization Records, and Other Health Records

In any case where a child is under the dependency jurisdiction of the court (Welf. & Inst. Code, § 300 et seq.) or under informal supervision pursuant to Welfare & Institutions Code section 360, the HHSA social worker assigned to the child’s case, the attorney representing the child in dependency proceedings (see Welf. & Inst. Code, § 317, subd. (f), and the Court-Appointed Special Advocate from Voices for Children assigned to the child (see Welf. & Inst. Code, § 107) may receive, upon request, copies of any written individualized education programs (IEPs), immunization records, and any other school or health records maintained by 1) a public school district or private school in which the child is or was enrolled, 2) a hospital to which the child is or was admitted, or 3) a health care provider who is or was providing medical, dental, psychiatric, or psychological treatment for the child, subject to the privilege set forth in Welfare and Institutions Code section 317, subdivision (f).

(Adopted 1/1/1999; Renum. 7/1/2001; Rev. & Renum. 1/1/2002; Renum. 1/1/2006; Rev. 1/1/2015; Rev. 1/1/2018)

Rule 6.6.10

Disclosure of Information Regarding HHSA Clients Receiving Voluntary Services

The HHSA may share certain information from its files regarding children and families who are receiving voluntary case services from the HHSA, including but not limited to information concerning health care, mental health services, educational services, social services, or wraparound services provided to the child and/or family. This information may be shared only with individuals or organizations providing ongoing health care, mental health services, educational services, or social services to the child and/or family in order to protect and promote the child’s physical and emotional well-being. The information described in this rule may be exchanged only when such disclosure is necessary to better serve the needs of the child and/or family and must be kept in a confidential manner by the provider unless otherwise authorized by law or ordered by the court.

(Adopted 1/1/2008)

Rule 6.6.11

Disclosure of Juvenile Justice Records to Victims of Crime

Unless otherwise ordered by the court, the D.A. may release the following information to the victim(s) of a crime committed by a juvenile offender:

1. information regarding the status of the case;
2. name(s) of the minor(s) ordered to pay restitution to the victim;
3. name(s) of the parent(s) or guardian(s) of any minor(s) ordered to pay restitution to the victim; and
4. the address of the minor and/or the parent or guardian, if the victim states that the address is necessary to collect restitution or to file a civil action.

The information is to be used by the victim only to collect restitution ordered by the juvenile court.
(Adopted 1/1/2005; Renum. 1/1/2006; Rev. 1/1/2013; Rev. 1/1/2018)

Rule 6.6.12

Disclosure of Psychological Evaluations and Psychiatric Evaluations

No attorney may disclose a psychological evaluation or psychiatric evaluation contained in a juvenile court record to any parent, child, legal guardian, or de facto parent, including the person who is the subject of the evaluation, except upon order of the court based on a showing of good cause.
(Adopted 1/1/2013)

Rule 6.6.13

Public and Media Access: Dependency

Unless requested by a parent or guardian and consented to or requested by the child, the public must not be admitted to a juvenile dependency hearing. However, any person whom the court deems to have a direct and legitimate interest in a particular case or in the work of the court may be admitted.

A request for media coverage must be submitted to the judicial officer presiding over the matter on Media Request and Agreement to Be Admitted to Juvenile Court Hearing (SDSC form JUV-029). A request for permission to photograph, record, or broadcast any portion of the hearing must be submitted to the judicial officer presiding over the matter on Media Request to Photograph, Record, or Broadcast (Judicial Council form MC-500) and Order on Media Request to Permit Coverage (Judicial Council form MC-510) at least five court days before the hearing unless good cause for noncompliance is shown.

To request access for dependency matters outside of court proceedings, the media representative must initiate contact with the HHSA Child Welfare Services Media Coordinator. To request access at the Juvenile Court in areas outside of courtrooms, the media representative may also contact the Juvenile Court Operations Manager. "Access" means the ability to observe, interview, film, photograph, videotape, or record the voices of children who are under the jurisdiction or supervision of the Juvenile Court, their caretakers, or members of their families, regardless of the location. Alternatively, "access" may refer to permission to enter certain facilities which are not open to the public and/or permission to observe, interview, film, photograph, videotape, or record the voices of children in such facilities.

Notice to counsel for the child is required to request permission to photograph, record, broadcast, publish, or allow media contact with a dependent child or his or her personal information, including publication of the child's name, outside of the juvenile court setting. Absent extenuating circumstances, notice must be received by counsel for the child at least five court days before the request is filed with the juvenile court. Notice must be in writing and include: the child's name; the name of all individuals requesting access to the dependent child (e.g., interviewer(s), reporter(s), photographer(s), technical crew) and their professional affiliation(s); the intended or anticipated audience for the published material; the date and length of time the contact is expected to last; the length of time the permission to publish is requested to remain valid; and all types of media outlets and publications, including any websites, other internet locations, and social media sites, that will receive, publish, or broadcast the contact with, or personal information about, the child. Permission that is intended to include coverage of activities or events must also include the event name, sponsoring organization(s), event date and length, and the purpose of the event (including any intended use in fundraising, donor or volunteer recruitment activities).

Forms and copies of the Juvenile Court Media Policy are available from Juvenile Court Administration, which is in room 254 at the Meadow Lark courthouse.
(Adopted 1/1/2013; Rev. 1/1/2016; Rev. 1/1/2017)