

IN THE JUVENILE COURTS OF THE APPALACHIAN JUDICIAL CIRCUIT

STATE OF GEORGIA

INTERNAL OPERATING PROCEDURE 2000-39

IN RE: ACCESS TO JUVENILE COURT RECORDS

The following internal operating procedure is established concerning access to Juvenile records filed in the Office of the Clerk of Superior and Juvenile Courts.

1. The Clerk is hereby authorized to release to any attorney, and/or any authorized agent of the attorney who has been retained or appointed to represent any party in any juvenile proceeding, a copy of all documentation contained in the court file. The Clerk is hereby authorized to release to the District Attorney and/or his authorized agent a copy of all documentation contained in the court file of any child in which a petition alleging delinquency, unruly or truancy has been filed without further order.

2. The Clerk is hereby authorized to release to any parent, child or person listed as a party in a juvenile petition a copy of all documentation contained in the court file without further order.

3. The Clerk is hereby authorized to allow members of the Georgia Permanency for Children Citizen Review Panel Board and court appointed special advocates (CASA) access to the files of juveniles in deprivation matters in which they are conducting reviews on behalf of this Court without further order.

4. The Clerk is hereby authorized to allow any school principal, school guidance counselor, school social worker, or school psychologist certified under Chapter 2 of Title 20, and who is counseling a student as a part of such person's school employment duties to review official records of the court in any proceeding concerning that student without further order.
O.C.G.A. § 15-11-58.

5. The Clerk is hereby authorized to allow authorized representatives of the Department of Juvenile Justice, the Department of Corrections, the Children and Youth Coordinating Council, and the Council of Juvenile Judges to inspect and extract data from any court files and records for the purpose of obtaining statistics on juveniles and to make copies of said files without further order.
O.C.G.A. § 15-11-58 and 15-11-4.

6. The Clerk is hereby authorized to allow the District Attorney or a representative from his office or the accused child to review or copy the complaint, petition, order of adjudication, and order of disposition in any delinquency case in which the child has been adjudicated to be delinquent

for a violation of the criminal laws of this state for use preliminarily to or in conjunction with a subsequent juvenile or criminal proceeding in a court of record without further order.
O.C.G.A. § 15-11-58.

7. The Clerk is hereby authorized to allow authorized personnel from the armed forces to inspect or copy the court file(s) of a juvenile when a signed permission release form from the child **and** his/her parents and/or legal custodian is presented without further order. A copy of said release shall be placed in the file.

8. Any duly authorized law enforcement officer, either federal, state or local, may inspect or copy a juvenile file in performance on their lawful duties without further order.

9. **Sealed files or sealed documents contained within a file shall not be opened except by a written order of the Court.**

ALL OTHER REQUESTS REQUIRE AN ORDER SIGNED BY A JUVENILE JUDGE.

So ORDERED, this _____ day of March, 2000.

William L. Reilly, Chief Judge
Juvenile Courts
Appalachian Judicial Circuit

Brenda S. Weaver, Chief Judge
Superior Courts
Appalachian Judicial Circuit

IN THE JUVENILE COURT OF _____ COUNTY

STATE OF GEORGIA

MOTION FOR ACCESS TO JUVENILE COURT RECORDS

I hereby request a copy of the juvenile court file(s) concerning the minor child,
to wit: _____.

I am requesting a copy of the juvenile files for the following reasons: _____

This the _____ day of _____, _____.

Signature

Address

City State Zip code

Telephone Number

SAID REQUEST IS HEREBY _____.

This the _____ day of _____, _____.

JUVENILE JUDGE

